

# HOPEWELL, VIRGINIA



## 2007-2008 FINANCIAL PLAN

*Providing a VISION for  
Making the community a desired location*



# INTRODUCTION



*Mayor*



*City Council*



*Vice Mayor*

## *Vision Statement*

The City of Hopewell is a dynamic community with a rich history that strives for a high quality of life where neighbors, generations, and cultures connect. We support environmental stewardship and promote a robust and diverse economy. Our community is safe and affordable; a place our children and their children will be proud to call home.



# HISTORY

City Point, the oldest part of Hopewell, was founded in 1613 by Sir Thomas Dale. City Point's location on a bluff overlooking the James and Appomattox Rivers has been an important factor in Hopewell's history for almost four centuries.

The tiny colonial village of City Point saw the Revolutionary War fought on its banks. Later, in 1864-1865, General Ulysses S. Grant directed the 10-month Siege of Petersburg from the grounds of Appomattox Manor. This plantation home is now part of the City Point Unit of Petersburg National Battlefield.

Hopewell was developed by the DuPont Company of Wilmington, Delaware in 1914. This company first built a dynamite factory and then switched to the manufacture of guncotton during World War I.

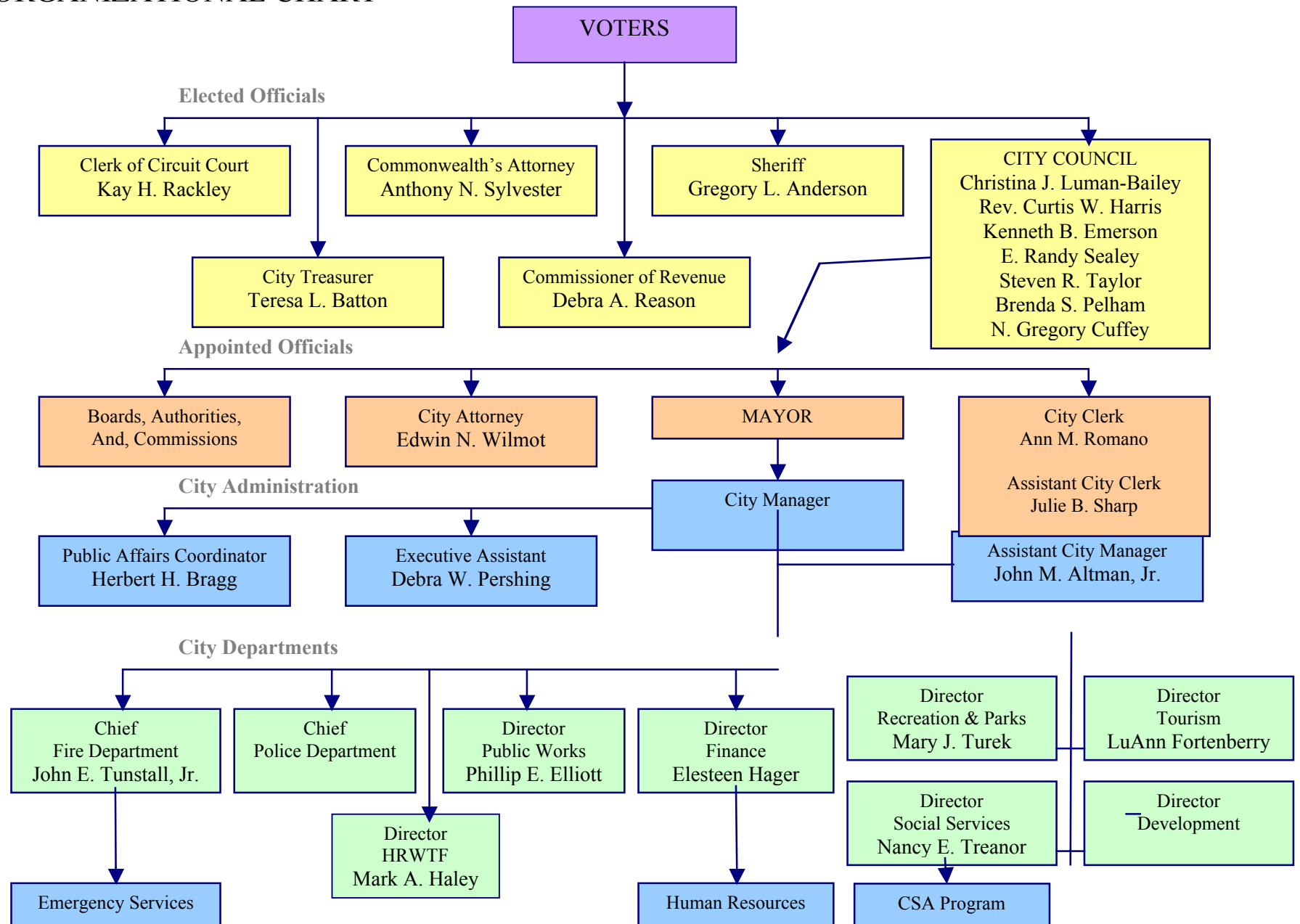
Although DuPont left Hopewell after the war, many manufacturing giants have since located in the city. These companies have included: Allied Signal, Firestone, Goldschmidt, Hercules/Aqualon, Honeywell and Smurfit-Stone.

Products as diverse as the first automatic dishwasher, the first Kraft paper and cardboard boxes, china and artificial silk have been manufactured in Hopewell.

Since its founding, Hopewell, named after an English ship, has continued its British ties by twinning with the City of Ashford, Kent, England. Hopewell occupies 11 square miles and is bounded by the Appomattox and James Rivers on three sides. The city is 30 minutes from downtown Richmond and 56 miles from Williamsburg.

Hopewell has received the Governor's Clean City Award and is noted for its landscaping and beautification.

# ORGANIZATIONAL CHART



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*From the Office of  
Robert S. Herbert, Interim City Manager*

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March 27, 2007

The Honorable Mayor Steve Taylor  
and Council Members  
Hopewell City Council  
300 North Main Street  
Hopewell, Virginia 23860

Dear Mayor Taylor and Council Members:

## **I. INTRODUCTION:**

I am pleased to present the City Manager's proposed FY 2007-2008 Financial Plan. In legal terms, this document fulfills the statutory requirements and my administrative responsibilities under Chapter V, Section 4 (c) of the Code of the City of Hopewell.

The FY 2007-2008 Financial Plan proposes a reasonable allocation of scarce revenues in a manner that enables the City Council to move forward with the implementation of the Vision 2020 Strategic Operating Plan (SOP) to achieve the City's vision. The SOP consists of six vision themes. These themes are: (1) Civic Education, (2) Culture and Recreation, (3) Economic Development, (4) Education, (5) Housing, and (6) Safe and Healthy Environment.

The FY 2007-2008 Financial Plan consists of the General Fund, School Funds, Social Services Fund, Parks and Recreation Fund, Marina Fund, Comprehensive Services Act Fund, Community Development Block Grant Fund; and enterprise funds including Solid Waste, Sewer Services, and Hopewell Regional Wastewater Treatment Facility. The FY 2007-2008 Financial Plan totals \$77,224,733, without school numbers, which represents an increase of \$6,384,297 or 8.3% increase over the FY 2006-2007 adopted budget.

The General Fund is the main operating fund of the City and includes most traditional local government programs such as Public Safety and Public Works. The General Fund Budget totals \$40,181,575. This is an increase of \$2,412,387 or a 6.0% increase over FY 2006-2007. The School Board approved the Superintendent's proposed FY 2007-2008 Annual Budget totaling \$46,155,660. The School Board Budget requests an increase in local funding from \$11,765,341 to \$12,415,268 or \$649,927, which is a 5.52% increase over FY 2006-2007.

## **II. FISCAL GOALS:**

The FY 2007-2008 Financial Plan attempts to balance the needs of the city and the resources for which to pay for those needs. The City must maintain its undesignated General Fund balance at a minimum of 10 % of its operating budget and resist any efforts to spend the fund balance below 10%. Adherence to these goals is important to maintain the City's "A" rating from Standard and Poor's. The City administration continues to explore cost savings.

## **III. ECONOMIC OUTLOOK:**

According to the 2003/2004 Composite Fiscal Stress Index, published by the Virginia Commission on Local Government, Hopewell is the 15<sup>th</sup> most fiscally stressed locality in the Commonwealth. However, the City is still classified as a "high stress" community. The continued implication of this ranking underscores the need for increased focus on economic development and redevelopment activities that enhance the City's tax base raise community standards and generate new net revenue.

Calendar year 2006 produced \$18,406,000 in new residential and commercial investment. It is important to note that this value will generate an estimated \$206,147 in new real estate tax revenue on a recurring basis. The city administration expects additional investment opportunities on the Route 36 business corridor as a direct result of the I-295 interchange (Exit-9), and the Base Realignment and Closure (BRAC) changes at Fort Lee. Employment growth in Richmond Metropolitan Statistical area continues to match the state average. Over the next five years, BRAC changes will be implemented. The region stands to gain from the realignment, mainly due to the expansion at Fort Lee. The forecast gain for the

region (direct and indirect impact as forecast in the BRAC report) is 11,192 jobs, with over half of these being in the military.

Additional effort is needed to stimulate investment in the greater downtown area to further enhance the City's tax base and foster community renewal. Several on-going initiatives will serve as catalyst projects to facilitate downtown investment. These initiatives are: (1) completion of a new headquarters library for the Appomattox Regional Library System, (2) redevelopment of Old Patrick Copeland Elementary School site, (3) redevelopment of the Exeter brownfield site, (4) redevelopment of the Butterworth Furniture Store, and (5) completion of the Neighborhood Redevelopment Plan.

Several new housing developments, currently under way, represent the most significant opportunity to develop market rate housing in Hopewell since the mid-1980's. The residential growth will generate additional demand and expectations for an improved downtown.

#### **IV. REVENUE FACTORS:**

##### Ad Valorem Taxes

- The FY 2007-2008 Financial Plan proposes a tax rate for real property in tax year 2007 at \$1.12 per \$100 of assessed value; personal property tax rate remains at \$3.05 per \$100.00 of assessed value; and machinery and tools tax rate continues at \$3.05 per \$100 of assessed value.
- The General Fund Budget includes \$582,928 in new real estate tax revenues resulting from an estimated 20% increase in real estate valuations for 2007. The budgeted revenue estimate from real property valuations is based on a 100% collection ratio.

##### Intergovernmental Revenues

- The FY 2007-2008 Financial Plan anticipates \$221,824 or less in Community Development Block Grant funds. The City staff proposes allocating 15% to various organizations to support public service activities, which is the HUD-established maximum amount that can be allocated to such activities. 20% for administration costs of the program and 65% for housing rehabilitation, spot blight, economic development, and/or public facilities/infrastructure that benefit low-moderate income persons.

- The FY 2007-2008 Financial Plan proposes modest general revenue source increases in Virginia Department of Transportation Urban Road Funds and House Bill 599 police funds.
- The FY 2007-2008 Financial Plan assumes that legislation enacted by the 2006 Virginia General Assembly to repeal the local utility telecommunications tax, cable franchise fee, and E-911 fee will be replaced by a revenue-neutral 5% sales tax on all forms of telecommunication.

##### New Revenue Recommended

- Cigarette Tax- City Manager recommends that city adopt a cigarette tax at the rate of \$.50 per pack. Estimating that 25% of the city citizens smoke at least one pack a day, translates into \$508,000 in revenue. It is estimated that enforcement and collection efforts will be \$75,000, leaving a net revenue amount of \$433,000.
- Meals Tax- City Manager recommends that the city increase its meals tax rate from 4% to 5%. This increase is estimated to generate \$305,500 in new revenue. Because this tax is already in effect, there should be no increase in the collection effort. These increased monies would continue to fund the Capital Projects Fund and the General Fund transfer would be reduced by an equal amount. Final approval would reduce the General Fund transfer to the Capital Projects Fund from the amount of \$800,000 to \$494,500.

##### Parks and Recreation Programs

The city's Parks and Recreation Programs are supported both by the tax base and user fees charged citizens using the parks and recreation facilities and programs. For a number of years, recreation has not received additional tax base funding for operations but increased user fees and drawn down its reserve funds. It can no longer maintain that band aid approach. This year it needs \$71,855 to balance its budget after final cuts by the city manager and director. I am recommending the city increase its support to Parks and Recreation by the \$71,855 amount.

### Other Revenue

- Fire Department is recommending an increase in inspection fees. This increase in fees will bring Hopewell fees closer to surrounding localities but is not a major revenue source.
- General Fund balance is recommended to be used to purchase police and sheriff vehicles and public works equipment:
  - Police
    - four patrol vehicles
    - four detective vehicles
  - Public Works
    - street sweeper
    - parking lot sweeper
    - backhoe
    - tractor
  - Sheriff
    - requested two vehicles
    - recommend one vehicle

Total amount to be taken from fund balance is \$557,914.

- The Capital Projects Fund revenue estimate includes the estimated increase in lodging tax receipts from the current construction of two new motels in the city. It is estimated that these motels will be open for business by July 1, 2007.
- The City Manager is recommending a 1% increase in the meals tax rate and a reduction in the General Fund transfer to support the Capital Projects Fund.

### Enterprise Funds

- The FY 2007-2008 Financial Plan proposes to continue the Enterprise Fund transfer policy to allow the application of an administrative cost allocation formula. The allocation formula captures administrative cost and charges this cost against the fund. A transfer of \$497,000 from the Solid Waste Fund surplus balance to the General Fund is recommended. Additionally, a transfer of \$326,000 from the Sewer Services Fund from surplus balance to cover administrative costs is recommended.
- The FY 2007-2008 Financial Plan proposes a 5% increase in the Solid Waste Fee. The quarterly residential rate will increase from \$57.93 to \$60.83. The last fee increase for solid waste

services was July 1, 2006. It is estimated that the rate increase will generate \$71,183. The operating budget for the Solid Waste Fund is \$2,066,665. This is an increase of \$380,259 over the FY 2006-2007 budget.

- The FY 2007-2008 Financial Plan proposes a Sewer Services Fund budget of \$6,431,701, of which \$3,000,000 is for capital construction. At this time there is no rate increase recommended but because of major environmental regulations that must be met, a future rate increase in the range of 30-50% will have to be studied for future budgets.
- The FY 2007-2008 Financial Plan proposes a HRWTF Fund budget of \$12,354,835. Approximately 16% of this budget is paid by the city and the balance is paid by the industrial customers of the treatment plant. Included within this budget the debt service for revenue bonds issued for capital projects at the plant.

## **V. EXPENDITURE FACTORS:**

### School Funding

- The FY 2007-2008 Financial Plan recommends a 4% increase in school funding, less a reduced amount allocated to the Comprehensive Services Fund for increased local match requirements for education placements and a reduction for bus mechanic positions.
- The amount of local school funding reduction for the CSA program costs is \$200,000. It is recommended that if the CSA program does not incur the continued anticipated educational costs, then these funds be appropriated to the School Board in the 4<sup>th</sup> quarter of 2008.
- Due to the combining of the City and School Board vehicle garage, a \$100,000 reduction was budgeted for transferring auto mechanic positions from schools to Public Works Department.
- As a result of this action, \$10,491,250 of local funds is recommended to support the school system. This is an actual increase of \$115,047 over FY 2006-2007. In addition to the allocation of \$10,491,250 to the school system, the City continues to include debt service in the City's capital budget to support the costs of school construction. These improvements were funded with general obligation bonds and literary fund



loans at varying interest rates. The debt service for school bonds for FY 2007-2008 is in the amount of \$1,360,519.

#### Outside Agencies

The FY 2007-2008 Financial Plan proposes funding for Community Based Organizations in the amount of \$1,166,364. These organizations requested total funding from the General Fund Budget in the amount of \$1,386,840. The Appomattox Regional Library System benefited by \$80,000 in “new” costs for utility costs for the new library building incorporated into the Public Works Department budget. Crater Health District requested a full-time “locally paid” health educator (\$50,000), which was not funded. District 19 received its funding request amount.

The city manager has included a funding request on behalf of the Beacon Theater for \$10,000.

Several requests from Community Based Organizations did not receive funding this year. These organizations are: 1) The Central Virginia Health Planning Agency; 2) Crater Disability Services Board; and, 3) Meals on Wheels. Funding for Riverside Criminal Justice Board, in the amount of \$43,385, is outlined in the Code of Virginia and the City may have the option to fund or not fund this request.

Several constitutional offices have requested items that were not funded in this FY 2007-2008 Financial Plan.

- Sheriff requested salary stipend for employees but not funded, part time position but not funded, auxiliary officer program but not funded, and two vehicles but only one funded.
- Treasurer requested salary stipend for employees but not funded.
- Commonwealth Attorney/Court Judge salary for a judicial law clerk but request not funded.
- Voter Registrar requested a salary stipend but not funded.

#### Employee Compensation

- The FY 2007-2008 Financial Plan proposes to maintain progress toward attracting and retaining quality City employees. The proposed General Fund budget includes a wage and salary

increase for City employees effective the first pay period of July 2007. The proposed budget allocates \$231,216 to provide a 2.5.0% general salary adjustment for the projected cost of labor. It is recommended that a salary study be completed in FY 2007-2008 to maintain the City’s strategy of target market compensation levels at the 50<sup>th</sup> percentile and target market benefit levels at the 55<sup>th</sup> percentile.

- The proposed General Fund budget allocates \$187,356 to provide a 2.8% merit step adjustment for all permanent full-time and part-time employees who receive a “meets expectations” evaluation and who have not reached the top of the pay scale. The proposed budget allocates \$32,603 to provide an Employee Pay for Performance Bonus Plan which is limited to 20% of the workforce and capped at 2% of the employee’s base pay.

The wages and salaries of the Department of Social Services and the Constitutional Offices are linked to the compensation adjustment for State authorized employees. The salaries for these departments will be adjusted after a State budget is adopted. Currently, the State budget proposes a 4% general salary increase, effective December 1, 2007.

#### Health Insurance

- The FY 2007-2008 Financial Plan obligates the city to fund its’ share of the health insurance premium increase, up to a maximum of 112% of the city’s share of current health insurance premium tiers for the renewal rate. Any premium increase not covered by this increased city share would be passed on to employees.
- The Employee Health Insurance Committee unanimously voted to switch group health care coverage to United Health Care, Inc., effective July 1, 2007. Retirees 65 and over will continue to participate in the AARP Ovations Program and retirees “ONLY” under age 65 will participate in the City’s retiree plan. It is recommended that City Council continue the existing retiree health insurance benefit policy that was adopted in FY 2003-2004 which froze the City’s share of retiree health insurance premiums prior to January 31, 2004.

- It is the city manager's recommendation that the bid of United Health Care, Incorporated be accepted and the 12% increase in city funding be removed from the budget.

#### Personnel Requests from City Departments

The FY 2007-2008 Financial Plan had new position requests and funded recommendations are noted.

- Police Department  
Two full-time dispatchers – recommend one part time 50% position  
Two patrol officers - recommend two positions  
One background investigations detective – recommend none  
One full-time animal control custodian – recommend convert part time position to full time  
One Victim Witness Coordinator – recommend none
- Public Works Department  
Bldg. maint. mechanic – recommend one full-time position  
Two full-time garage mechanics – recommend two positions and reduce local school funding by \$100,000
- Health Department  
Educator position – recommend none
- Commonwealth Attorney/Courts/Council  
Judicial law clerk – recommend none
- Development Department  
Downtown Business Manager – recommend one manager

#### **VI. COST AVOIDANCE:**

##### Vacancy Credit

- The FY 2007-2008 Financial Plan proposes the continuation of the Vacancy Credit Savings Policy to increase fiscal flexibility and permit long-range planning opportunities within City departments. The policy applies to all full-time classified positions funded through the General Fund Budget. Until a vacated position is authorized to be filled (60 days) the City will hold the annual rate attached to that position. If a department chooses to leave a position vacant past the approved hire date, they will receive the salary savings based on the original authorized salary not to exceed 6 months or \$30,000. The funds may be used at the discretion of the department. As a result of

this policy, the anticipated return to the FY 2007-2008 General Fund Budget is \$150,000.

#### Performance Measures

- The FY 2007-2008 Financial Plan proposes continued membership in the Virginia Coalition for Performance Measurement. The City joined the International City/County Management Association (ICMA) Center for Performance Measurement. The Center is dedicated to helping local governments measure, compare, and improve municipal service delivery. ICMA's Comparative Performance Measurement Program currently assists over 150 cities and counties in the United States and Canada with the collections, analysis, and application of performance information. The Center builds on work begun in 1994 by the Comparative Performance Measurement Consortium, an initial group of 44 cities and counties whose managers identified a need for accurate, fair, and comparable data about the quality and efficiency of service delivery to their citizens.

#### **VII. CAPITAL PROJECTS:**

##### Capital Projects Fund – Fund 71

The general infrastructure requests for the Capital Improvement Program are contained in Volume II of the FY 2007-2008 Financial Plan. The Capital Improvement Program funded for FY 2007-2008 totals \$5,121,821, which consist of debt service of \$3,473,176, capital projects of \$1,100,000 and tourism related funding of \$548,645. The Capital Projects Fund has a non-recurring fund balance of approximately \$5,100,000 uncommitted as of June 30, 2006. The City Administration recommends the following capital projects:

- The allocation of \$100,000 for the continuation of the City's Technology Plan to provide for the systematic procurement of software, hardware, and telecommunication equipment necessary to ensure the modernization of the City's technology infrastructure network.
- The transfer of lodging tax receipts in the amount of \$393,645 to the General Fund to support the Tourism Department.
- The allocation of \$125,000 to fund a Regional Tourism Program.

- Fund the request from Historic Hopewell Foundation in the amount of \$30,000.
- The allocation of \$500,000 from surplus to plan for the “new” fire station in the west-end. This money would be used to acquire the land and prepare building plans to meet the fire department needs.
- The allocation of \$500,000 from surplus to expand the city streets overlay program. The streets maintenance budget does not have sufficient funds to make such large capital expenditures.
- The Capital Projects Fund surplus balance would be reduced by \$959,345 if these recommendations are approved and funded.
- As the city completes the construction of the “new” library and the downtown streetscapes, there are projected monies of \$2,200,000 from the project bond financing that must be used as defined in the bond ordinance. It is recommended that these funds be used to expand the streetscape work within the downtown area by separate appropriation action.

#### Economic Development – Fund 75

- The economic development expenditures consist of debt service on the Exeter Site bonds and the programs sponsored by the city to promote business development. The FY 2007-2008 Financial Plan includes: \$350,248 for debt service, \$4,500 to promote business programs: \$1,000 for Enterprise Zone, \$2,500 for Business Appreciation Breakfast, \$2,500, and \$1,000 for Hopewell Prince George Chamber of Commerce “Business by the River.” The Economic Development Fund has a non-recurring fund balance of \$2,076,262 uncommitted as of June 30, 2006.
- The city has a bank loan in the amount of \$1,214,000, at a current interest rate of 4.93% that comes due July 19, 2007. Because of the legal proceedings on the Exeter Development site, the city is not in a position to pay-off this loan. Therefore, it is recommended that it be renewed for a two-year term, when due.

### **VIII. STRATEGIC INITIATIVES:**

The Vision 2020 Strategic Operating Plan (SOP) provides a framework to provide policy-guidance to the Council and

management-guidance to the City staff. The FY 2007-2008 Financial Plan is the third policy document to integrate the goals and objectives of the strategic planning process.

The purpose of the Vision 2020 Strategic Operating Plan is to create a vision of the community, identify the necessary resources to achieve a specific desired state, and engage the citizenry in the formulation of local governance activities. The SOP should be used as the foundation for all critical financial and programmatic decision making.

The FY 2005-2006 Financial Plan integrated seven objectives from the SOP. At the present time, five of those objectives are complete and two are on-going. Since, City Council adopted the SOP on March 9, 2004 over 50% of the fifty-four City initiated objectives have been completed. The FY 2004-2005 Annual Report reinforces the results-oriented outcome of the SOP process.

During FY 2007-2008, it will be necessary for City Council to revisit the SOP and establish new or revised goals and objectives. However, the following proposed objectives are consistent with the SOP.

#### Culture and Recreation

- Regional Tourism – Continue with the development of a comprehensive travel and tourism research and strategic plan for regional tourism.
- The localities of: Chesterfield County, Colonial Heights, Dinwiddie County, Hopewell, Petersburg, and Prince George County share in the funding for this regional tourism effort.
- Delay another year before assessing whether the Hopewell Visitor Center will remain independent of the regional operational effort.
- Continue with the Neighborhood Redevelopment Plan.

#### Economic Development

- Downtown Plan – Conclude activities associated with implementation of the Downtown Plan to include the following: (1) library construction, (2) Streetscape construction, (3) property acquisition, (4) relocation of human service agencies, (5) installation of a City-wide way-finding System, and (6) design of façade grant program.

- Marketing Plan – Establish a multi-tiered marketing effort designed to elicit proposals from qualified developers for key downtown development ready parcels.
- Main Street – Pursue designation as an affiliate Virginia Main Street Community. Main Street is a comprehensive, incremental approach to revitalization built around a community's unique heritage and attributes. Using local resources and initiatives, Main Street helps communities develop their own strategies to stimulate long term economic growth and pride in the traditional downtown community center.
- Downtown Business Manager – A full time downtown business manager to assist with this goal is recommended and funded this budget cycle.

added to the budget. These increased costs have to be covered in addition to all other demands put upon the budget.

The FY 2007-2008 Financial Plan proposes a reasonable allocation of scarce revenues in a manner that enables the City Council to move forward with the implementation of the Vision 2020 Strategic Operating Plan to achieve the City's vision.

I want to express my sincere appreciation for the cooperation that I received from employees in every department. I want to thank the entire staff for their many hours of hard work and their contribution to the development of this document.

The proposed budget is the first milestone in the annual budget process. The City staff and I look forward to working with you throughout your consideration and the adoption phase of the proposed FY 2007-2008 Financial Plan.

Respectfully submitted,

John M. Altman, Jr.  
Acting City Manager

## IX. NEXT STEPS:

City Council authorized a mid-year budget adjustment for the police Department, which added \$289,000 the annual General Fund Budget. This budget year another \$128,000 in police personnel has been

## **BUDGET CALENDAR**

### **FY 07-08**

<u>DATE</u>	<u>ACTIVITY</u>	<u>COORDINATOR</u>	<u>DATE</u>	<u>ACTIVITY</u>	<u>COORDINATOR</u>
Nov 22	Distribute Department 2007-08 Budget Notice and Instructions	Director of Finance	Apr 10	Public Hearing on 2007-08 Budget, and 2007 tax levies. First reading of 2007 tax levies	City Manager
Jan 02	Deadline for City Departments to submit budget requests	Director of Finance	Apr 12	1st Budget Work Session City overall review	City Manager
Dec 31	Deadline for non-city agencies to submit budget requests	Director of Finance	Apr 19	2nd Budget Work Session City Schools review	City Manager
Jan 02	Preliminary Revenue Est.	Director of Finance Comm. of the Revenue Real Estate Assessor	Apr 26	3rd Budget Work Session Constitutional Officers review	City Manager
Feb 02	Personal Property and Machinery and Tool Real Estate Tax Projections Final 07-08 School Budget Superintendent of Schools	Comm. of the Revenue Real Estate Assessor  Submitted to City Manager	May 03	Council Budget Work Session Optional by Council	City Manager
Mar 27	07-08 Budget to City Council	City Manager	May 08	Adoption of 2007-08 School Budget (Required by May 15), 2007-08 City Budget, and second reading of 2007 tax ordinance	City Manager
Apr 04	Advertise Synopsis of Proposed Budget and 2007 Tax Levies for Public Hearing on 2007-08 Budget and 2007 Tax Levies (if rate increase)	Director of Finance			

# CITY COUNCIL STRATEGIC GOALS FOR FY 2007-2008

**Vision Theme: Civic Engagement – a community of involved people, institutions and businesses that, in the spirit of unity, are proud and confident of their diversity and commitment to the success of each and the excellence of all.**

## **Goal #1**

- Citizen Satisfaction – promote the use of citizen surveys to measure citizen perception and enhance government activities.

## **Objective**

- Create an organizational performance measurement system and annual report.

## **Goal #2**

- Media Relations – promote positive working relationships with the media to increase public awareness, interest, and participation in government activities.

## **Objective**

- Develop a comprehensive media plan to identify new mechanisms that provide frequent and accurate information about government activities.



**Vision Theme: Culture and Recreation – a community that encourages, promotes, and supports unique cultural opportunities and world class recreational facilities.**

## **Goal #1**

- History – Preserve the community’s cultural and community assets for future generations.

## **Objective**

- Develop a Cultural Resource Management Plan that establishes a strategy to identify, protect, preserve, and promote the City’s rich history.



**Vision Theme: Economic Development – a community with a symbiotic relationship between the private sector and the environment that supports a diverse and sustainable economic base.**

## **Goal #1**

- A Robust Local Economy – promote investment that increases the tax base, creates employment opportunities for residents, and generates adequate public revenues.

## **Objective**

- Implement the Downtown Plan.



**Vision Theme: Housing – a community with increased homeownership with a wide range of housing types and values that enhance the quality of life.**

**Goal #1**

- Rehabilitation and Neighborhood Preservation – Promote the conservation and rehabilitation of targeted areas.

**Objective**

- Implement a Rental Inspection Program to ensure that rental properties meet Property Maintenance Code Standards

**Goal #2**

- Redevelopment and New Housing Construction – Expand the availability of new housing stock to meet community needs.

**Objective**

- Identify residential redevelopment opportunities Citywide.
- Establish and implement a program for property acquisition and redevelopment.



**Vision Theme: Safe and Healthy Environment – a community that provides an environment free from abuse, criminal activities and social risks, as well as physical and environmental hazards.**

**Goal #1**

- Law Enforcement and Crime Prevention – Develop a law enforcement effort that is adaptive, participatory, and science-based to effectively prevent crime and enhance the quality of life.

**Objective**

- Expand youth based programs that promote respect and responsibility.
- Create citizen participation and community partnerships.

**Goal #2**

- Fire Prevention and Protection – provide strategies to reduce damage and injury caused by fire, accidents and other disasters.

**Objective**

- Enhance fire safety programs to meet the needs of target audiences
- Provide advanced training in Fire and code enforcement

**Goal #3**

- Environmental Stewardship – improve the cleanliness of the community and environment, through the continuous improvement of water/air quality, and waste management.

**Objective**

- Maintain on-going partnerships with the Hopewell Community Industry Panel to advance important environmental issues like the reintroduction of aquatic animals/plant to the rivers and the Toxic Inventory Reduction Report.



# CITY COUNCIL LONG-TERM GOALS

**Vision Theme: Civic Engagement – a community of involved people, institutions and businesses that, in the spirit of unity, are proud and confident of their diversity and commitment to the success of each and the excellence of all.**

- Citizen Satisfaction – promote the use of citizen surveys to measure citizen perception and enhance government activities.
- Capacity Building – maximize the capacity (skills, resources, time and desire) within neighborhoods and the community to get things done to benefit neighborhoods and to build community wide partnerships and a sense of unity.
- Media Relations - promote positive working relationships with the media to increase public awareness, interest, and participation in government activities.



**Vision Theme: Culture and Recreation – a community that encourages, promotes, and supports unique cultural opportunities and world class recreational facilities.**

- Recreation Programs and Services – offer programs and services that respond to community needs.
- Park and Recreation Facilities – preserve parks/open space and modern facilities.
- Cultural Arts – nurture community awareness and involvement with the arts.
- History – preserve the community's cultural and community assets for future generations.



**Vision Theme: Economic Development – a community with a symbiotic relationship between the private sector and the environment that supports a diverse and sustainable economic base.**

- A Robust Local Economy – promote investment that increases the tax base, creates employment opportunities for residents, and generates adequate public revenues.
- Balanced Economic Growth – consider the need for economic development with other City goals and objectives
- Increased Employment Opportunities – provide for personal growth through productive and satisfying employment.





**Vision Theme: Education – a public school system with 100 percent of its students graduating and a high percentage of graduates attending college or participating in other advanced educational opportunities to achieve their full potential.**

- **School Readiness** – all children will start school ready to learn.
- **School Completion** – the high school graduation rate will increase to 100 percent by 2013-2014, as mandated by the Federal law, No Child Left Behind.
- **Student Achievement and Citizenship** – by 2013-2014, all students in grades 3-12 will meet the proficiency level of the English, mathematics, science and history and social sciences Standards of Learning as determined by the State of Virginia and the Federal law, No Child Left Behind.
- **Reading and English** – all students will demonstrate proficiency in reading and English as demonstrated on the Standards of Learning tests.
- **Mathematics and Science** – all students will demonstrate proficiency in mathematics and science as demonstrated on the Standards of Learning tests.
- **Adult Literary and Lifelong Learning** – ensure that every adult will be literate and possess the knowledge and skills necessary to compete in the global economy, and exercise the rights and responsibilities of citizenship.
- **Safe, Disciplined, and Alcohol/Drug-Free Schools** – provide a disciplined environment conducive of learning free of drugs, violence, and the unauthorized presence of firearms and alcohol.
- **Teacher Education and Professional Development** – provide access to programs for the continued development of highly qualified professional teachers and paraprofessionals as defined by No Child Left Behind.
- **Parental Participation** – promote partnerships that will increase parental involvement and participating in promoting the social, emotional, and academic growth of children.



**Vision Theme: Housing – a community with increased homeownership with a wide range of housing types and values that enhance the quality of life.**

- **Rehabilitation and Neighborhood Preservation** – promote the conservation and rehabilitation of targets areas.
- **Homeownership Assistance** – assist low to moderate income residents and special needs populations in obtaining affordable housing and achieving homeownership.
- **Redevelopment and New Housing Construction** – expand the availability of new housing stock to meet community needs.



**Vision Theme: Safe and Healthy Environment – a community that provides an environment free from abuse, criminal activities and social risks, as well as physical and environmental hazards.**

- **Prevention and Rehabilitation – promote strategies that reduce the social risk factors and negative impact on citizens and on community resources.**
- **Law Enforcement & Crime Prevention – develop a Law Enforcement effort that is adaptive, participatory, and science-based to effectively prevent crime and enhance the quality of life.**
- **Fire Prevention and Protection – provide strategies to reduce damage and injury caused by fire, accidents and other disasters.**
- **Emergency Management Capabilities – develop new resource mechanisms to manage man-made and natural disasters.**
- **Environmental Stewardship – improve the cleanliness of the community and environment, through the continuous improvement of water/air quality and waste management.**

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## **BUDGETARY AND FISCAL POLICIES AND PROCEDURES**

## BUDGETARY AND FISCAL POLICIES AND PRACTICES

### I. BUDGET

#### A. Balanced budget

In accordance with state law, the city must adopt an annual budget. The City Manager is required by city code to prepare and submit an annual budget to City Council where estimated revenues plus fund balance, if used, equals estimated expenditures and be responsible for its administration after the budget is adopted.

#### B. Level of authority

The budget of the City of Hopewell shall be adopted by fund and department/function classification level.

#### C. Budget amendments and transfers

The City Manager is authorized to transfer amounts between line items within a department or fund with limitations adopted in the budget resolution.

Money transfers between funds first must be approved by the City Council prior to the transfer.

Excess funds from approved and completed capital projects budgets shall revert back to the Capital Projects Fund Balance for future consideration.

#### D. Budget Appropriations

Unspent budgeted appropriations elapse at year-end and excess funds revert back to the fund balance. Only if City Council has authorized a department to reserve any unspent budgeted funds will such funds be set aside in the designated reserve account.

#### E. Basis of Budgeting

All funds operated by the city are budgeted on the basis of cash. No attempt is made to account for any accrual or modified accrual item during the budget process. This methodology differs from the modified accrual method used in the audit for the General Fund, Special Funds and Capital Project Funds types. The full accrual method is used for all three enterprise type funds.

#### F. Budget cycle

The budget cycle typically begins in November with budget input instructions released to departments and a deadline set to complete their budget request. Once departments have completed input for their request, the budget director begins review and determining major areas where the city manager will concentrate his effort. Major city departments are given a chance to meet

with the city manager on their budget request and review it. Once city manager finishes his department reviews, the budget director begins making estimates on funding sources. After the state General Assembly has passed the state budget, and city manager gets final revenue estimates, the final budget recommendations are completed.

City Manager will deliver his budget recommendations to City Council at its regular second scheduled meeting in March of each year. City Council will set a public hearing on the proposed budget and direct that a synopsis of the budget be advertised. A public hearing is held on the budget so council may hear comments from the public. Before and after the public hearing, City Council will be conducting work sessions to review and understand what is in the budget and how it is proposed to be funded. Three or more work sessions by council will take place. Once council agrees on the budget numbers, usually at its first meeting in May, it will approve a budget resolution and set the tax rate.

City budget resolution becomes effective July 1, each year.

## II. FUNDS and ACCOUNTING

### A. Basis of Accounting

The accounts of the City of Hopewell are organized on the basis of funds and account groups. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. The accounting records are maintained on the modified accrual basis of accounting for the General Fund, Special Revenue Funds (Social Services, Recreation, Marina and CDBG), and Capital Projects Fund and on the full accrual basis of accounting for its Enterprise Funds (Solid Waste, Sanitary Sewer and Regional Waste Water Treatment Plant).

### B. Appropriation

Legally the city must appropriate funds for these funds; General Fund, Social Services, Recreation Fund, Marina, CDBG, and Capital Projects Fund. City is not required to appropriate for its enterprise type funds, but it does adopt a budget for the enterprise funds: Solid Waste, Sanitary Sewer and Regional Waste Water Treatment Plant.

### C. Funds

General Fund- The General Fund is the general operating fund and is used to account for all financial resources except those required to be accounted for in another fund. This includes most traditional local government programs such as police, fire, public works, general administration and legislative functions.

Social Services Fund (major)- The Social Services Fund is used to account for all social and welfare services provided by the city and is reported as a major fund in the city's annual audit. Therefore, this fund is budgeted as a separate special revenue fund.

Special Revenue Fund (minor) – Special revenue funds are used to account for certain activities that City Council has established. These are the Recreation Fund, Marina Fund, and CDBG Fund. Each of these funds receives an appropriation by City Council.

Component Unit- Component unit reporting is assigned for two separate units of city government. Separate funds are maintained and City Council appropriates monies for each.

School Funds- City school funds are used to reflect revenues and expenditures for the operations of the city school system and are reported in separate funds: Operating Fund, Textbook Fund, Cafeteria Fund and Bus & Building Replacement Fund.

Community Services Act (CSA)- This fund accounts for the operations of educational and social services needs of children requiring special education, clinical and personal care services.

Capital Projects Fund- Capital Projects Fund is used to account for financial resources used for the acquisition, design, construction and debt service for major capital facilities (other than those financed by Proprietary Funds).

Enterprise Fund- Enterprise funds are used to account for operations that are financed and operated in a manner similar to the private business enterprises where the intent of the governing body is that the costs of providing services are financed or covered primarily through user charges.

Solid Waste Fund: This fund accounts for the operations and removal of solid wastes for the city.

Sewer Services Fund: This fund accounts for the operation, maintenance and treatment of the city's sanitary sewer system.

Wastewater Fund: This fund accounts for the operations, maintenance and treatment for the regional wastewater treatment plant. This fund serves the major city industrial customers in addition to city residents for final wastewater treatment.

### III. REVENUES

City generated revenues are grouped and budgeted within the respective fund for which they have been designated.

#### A. Major Revenues by Funds

General Fund- Revenues for the General Fund consist of both real and property taxes, state shared revenues, local option taxes (sales tax, utility tax, business license tax, vehicle registration, revenues from the use of property and monies (interest earnings and rental income) and other miscellaneous income. Federal revenues collected by the General Fund are only a small part of the budget.

Social Services Fund- Revenues collected for Social Services Fund consist of three sources: federal, state and local. Because funding is controlled by the federal and state governments, the local funding represents the “local” match requirement for the federal and state dollars. No revenue projections are done because all funding is determined at a higher control level.

Recreation Fund- Revenues for the Recreation Fund come from two sources; fees and charges for recreation activities and General Fund transfer. General Fund support represents over 80% of the budget, while fees and charges account for the remaining budget. Fees and charges are adjusted every two years so that: 1) recreation activities remain competitive and 2) inflation costs are incorporated into recreation charges.

Marina Fund- Revenues for the Marina Fund come from slip rentals and boat ramp fees. These fees are assessed based on charges for similar services at area water access facilities.

CDBG Fund- Revenues are federal entitlement program funds and estimate is used. Funds come directly from federal government appropriation.

Capital Projects Fund- Capital Projects Fund revenues come from: meals and lodging tax, interest income, and General Fund transfer. Meals and lodging tax revenues represent approximately 48% and General Fund transfer accounts for another 50%, leaving approximately 2% from interest income. Forecasting for the meals and lodging revenues is calculated using 5 years of actual collections and applying a growth percentage.

Enterprise Funds- Revenues for the Enterprise Funds are determined by two methods: for the solid waste and sanitary sewer, a rate study is done every two years to determine demand being placed on the system and based on a classification of users, setting a rate structure for each class of user; the Regional Treatment Plant revenues are based on forecasted loadings from the industrial customers who use the system. Any Regional Treatment Plant excess or deficit in revenue is adjusted once per year when the annual audit is completed and all costs have been determined.

B. Review of fee schedules

All fee schedules and enterprise/user charges are reviewed and adjusted periodically to ensure that rates are equitable and cover the total cost of service or that portion of the total cost deemed appropriate by the City Council.

C. Anticipated grants

Grant funds or similar contractual revenue of a temporary nature is budgeted only if they are contracted and approved by City Council at the time of the recommended budget. Otherwise, separate appropriations will be made during the year as such grants are awarded or contracts made.

The City of Hopewell shall seek its fair share of available State and Federal financial support unless conditions attached to that assistance are contrary to City Council policy.

Prior to applying for and accepting intergovernmental aid, the City Manager will examine the matching requirements so that the source and availability of such funds may be determined before grant application is made.

The City Manager shall seek City Council approval for any grant application requiring local matching funds. Grants requiring "no" local funds may be authorized by the City Manager.

D. Tax Rates

The City Manager shall recommend property tax rates necessary to support the level of city services to be delivered.

E. User fees

The City Manager shall make recommendations to City Council for consideration such user fees and other charges that may support services.

F. Reserve balance limit

The City Council, by ordinance, has established a General Fund Undesignated Reserve Balance requirement equal to ten (10) percent of the General Fund Budget for each budget cycle.

#### IV. EXPENDITURES

A. Performance Measurers

The City administration attempts to minimize the financial burden on the taxpayer through systematic program reviews and evaluations aimed at improving the efficiency and effectiveness of city services. These periodic reviews consider past trends and experiences elsewhere, and revision to the annual budget guidelines are based on current need and program efficiency. This information becomes an important factor in the preparation of the annual budget. (At this time, this effort has not been fully implemented.)

- B. In January, 2006 Hopewell joined with 27 other Virginia local governments to form the ICMA Virginia Performance Consortium. The mission of this consortium is to develop a standard set of performance measures that relate directly to Virginia and have consistency among the measures and local governments who are assisting in their development and reporting.

#### V. DEBT

A. Long-term debt



Long-term debt financing will be considered when the circumstances are such that the "pay-as-you-go" philosophy of acquiring capital assets cannot meet demand. Long-term borrowing will be confined to capital improvements that cannot be financed from current re-occurring revenues.

B. Debt limitation

The City Council has imposed upon itself guidelines to be used in the management long-term debt. Under state law the maximum debt limit is set at ten (10) percent of the city real estate property valuation. City Council has imposed a maximum debt limit of five (5) percent on the same valuation base.

C. Credit rating

The City of Hopewell will seek to maintain and, if possible, to improve its current A1 bond rating so its borrowing costs are minimized.

D. Virginia Public Finance Act

This state code section sets forth the policy and procedures whereby the City of Hopewell shall issue bonded indebtedness.

## VI. CAPITAL IMPROVEMENTS

A. Develop a CIP

The City of Hopewell will plan for capital improvements over a multi-year period of time. The Capital Improvements Program will directly relate to the long-range plans and policies adopted by City Council.

B. Financing method

The City Manager will determine and recommend to the City Council financing methods for all capital projects.

## VII. CASH MANAGEMENT/INVESTMENTS

A. Responsibility

The responsibility for cash management and investments rests with the elected City Treasurer as defined by state code. State code defines how and what financial institutions must do to hold public monies. Eligible investments are defined by state code and city investment guidelines.

B. Investment Policy

City has a written investment policy which governs how investment decisions are made. Highlights of this policy are: city established an investment committee, investments limited to those allowed by Virginia Code, security dealers must be registered in the state of Virginia to conduct business, no investment purchased with an interest rate lower than the latest treasury auction, limit commercial paper to 35%, ninety (90) percent liquidity of six months or less, mortgage-backed derivative type investments prohibited, and investment of one million dollars must be done by competitive bid.

C. Review of investments

The city investment committee consists of: City Mayor, City Manager and City Treasurer. The City Clerk acts as recorder. The investment committee meets quarterly to hear and review the city treasurer's investment report, give guidance or amend investment policy.

VIII. Accounting Practices

A. Accounting systems and GAAP

The City of Hopewell shall maintain the highest level of accounting practices possible. Accounting systems shall be maintained in order to facilitate financial reporting in conformance with General Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board.

"Basis of accounting" refers to when revenues and expenditures are "recognized" in the accounts and reported in the financial statements.

The General Fund and All Special Funds of the City of Hopewell are accounted for during the year on the "modified accrual" basis for accounting. The governmental and agency fund revenues and expenditures are recognized on the modified accrual basis, where revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured principle and interest on general long-term debt, which is recognized when due.

The proprietary funds, or enterprise funds, revenues and expenses are recognized on the "full-accrual basis". Under this basis, revenues are recognized in the accounting period when they are earned and expenses are recognized in the period when they are incurred. Unbilled receivables are accrued as revenues and collected unearned revenues are recorded as a liability.

B. Annual audit and independent auditor

An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) each year and will publicly issue an opinion which will be incorporated in the city's Comprehensive Annual Financial Report.

C. Internal control processes

The city will use internal accounting controls to the maximum extent feasible to insure that proper authority is followed in processing all financial transactions.

## IX. RISK MANAGEMENT

### A. Insurance coverage

The City Manager will obtain insurance protection for the city thru Virginia Municipal League Insurance Pool. This insurance shall include: property, automobile, equipment, law enforcement, employee honesty bond, general liability, professional liability and excess liability coverage.

All contractors performing services for the city shall carry insurance in the amounts and limits required in the procurement bid.

### B. Source of funds

The insurance premiums shall be paid from the Self Insurance Fund except for coverage that can be assigned directly to other managed funds. Specifically, the premiums incurred covering the Social Services Fund, Regional Waster Water Treatment Fund, Recreation Fund, and the City Marina Fund shall be reimbursed by each respect fund.

### C. Dividends earned

Any dividends earned and paid by the VML pool shall be returned to the Self Insurance Fund.

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## **SUMMARY OF LONG-TERM DEBT REQUIREMENTS**

## **DEBT MANAGEMENT**

Community needs or demands beyond the "CASH" pay-as-you-go philosophy can be met by using long-term debt. Some of the items for which debt may be used are: schools, parks, roads, water and sewer, major equipment and buildings.

Financing of these capital costs can be accomplished through various sources call bonded debt.

The City of Hopewell Council has established a guiding policy in regards to managing debt.

City debt limit may not exceed five (5) percent of the real estate property evaluation.

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### **COMPUTATION OF LEGAL DEBT LIMIT**

#### **Calculation of State Legal Limit**

Assessed Value of Real Property -2007	\$ 1,125,496,300
Multiplied by State Limit of	10%
DEBT LIMIT	\$ 112,549,630

#### **Calculation of Hopewell Limit**

Assessed Value of Real Property -2007	\$ 1,125,496,300
Multiplied by Council Limit of	5%
DEBT LIMIT	\$ 56,274,815
Total Bonded Debt Outstanding 7-01-07	\$ 42,204,452

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### **FY 2007-2008 Debt Service**

The following table outlines the debt service requirements due for FY 2007-2008 and future years.

<b>Purpose</b>	<b>OutStanding Debt</b>	<b>Principle Due</b>	<b>Interest Due</b>	<b>Total Payment</b>
<b>CAPITAL PROJECTS FUND</b>				
1989 G O Bonds	\$175,000	\$85,000	\$11,200	\$96,200
1998 G O Bonds	2,080,000	595,000	73,576	668,576
1999 G O Bonds	3,055,000	280,000	143,056	423,056
2002 G O Bonds(75)	2,255,000	181,000	108,548	289,548
2004 G O Bonds Series A- Tax Empt	13,790,000	0	689,500	689,500
2004 G O Bonds Series B- Taxable	6,210,000	0	326,025	326,025
1992 VPSA Bonds	998,218	150,474	58,106	208,580
1994 VPSA Bonds	385,000	140,000	22,550	162,550
2001 VPSA Bonds Series B(63)	3,825,919	215,708	179,739	395,447
2005D VPSA Bonds (63)	826,315	35,159	40,191	75,350
2004 SunTrust Bank Note(75)	1,214,000	0	0	0
1988 High Literary Loan (14)	93,300	93,300	2,799	96,099
1991 Woodson Literary Loan	255,500	88,500	7,665	96,165
1991 DuPont Literary Loan	700,000	175,000	21,000	196,000
1997 High School Literary Loan	328,350	29,850	6,567	36,417
1997 Copeland Literary Loan	114,950	10,450	2,299	12,749
1997 Woodson Literary Loan	516,450	46,950	10,329	57,279
1997 Woodlawn Literary Loan	131,450	11,950	2,629	14,579
2001 Copeland Literary Loan	5,250,000	375,000	105,000	480,000
Total Debt Service-Capital Projects Fund	\$42,204,452	\$2,513,341	\$1,810,779	\$4,324,120
<b>ENTERPRISE FUND</b>				
2000 Sewer Revenue Bonds	\$3,880,000	\$175,000	\$217,656	\$392,656
2005D Sewer Revenue Bonds	8,320,000	290,000	366,229	656,229
Total Debt Service-Enterprise Funds	\$12,200,000	\$465,000	\$583,886	\$1,048,886

SUMMARY OF  
LONG-TERM DEBT



**CAPITAL PROJECTS FUND DEBT**

FISCAL YEAR	GENERAL OBLIGATION BONDS		LITERARY LOAN OBLIGATIONS		TOTAL DEBT DUE		
	Principle	Interest	Principle	Interest	Principle	Interest	TOTAL
2007-2008	\$2,896,341	\$1,665,624	\$831,000	\$158,288	\$3,727,341	\$1,823,912	\$5,551,253
2008-2009	1,696,895	1,569,589	737,700	138,100	2,434,595	1,707,689	4,142,284
2009-2010	21,542,472	980,076	727,700	120,711	22,270,172	1,100,787	23,370,959
2010-2011	1,163,575	406,696	649,200	103,622	1,812,775	510,318	2,323,093
2011-2012	1,201,407	347,472	474,200	88,888	1,675,607	436,360	2,111,967
2012-2013	1,045,906	277,679	474,200	79,404	1,520,106	357,083	1,877,189
2013-2014	894,890	241,527	474,200	69,920	1,369,090	311,447	1,680,537
2014-2015	933,278	196,334	474,200	60,436	1,407,478	256,770	1,664,248
2015-2016	973,155	149,109	474,200	50,952	1,447,355	200,061	1,647,416
2016-2017	584,443	110,638	474,200	41,468	1,058,643	152,106	1,210,749
2017-2018	317,165	81,322	474,200	31,984	791,365	113,306	904,671
2018-2019	326,344	64,913	375,000	22,500	701,344	87,413	788,757
2019-2020	336,002	48,023	375,000	15,000	711,002	63,023	774,025
2020-2021	343,131	33,663	375,000	7,500	718,131	41,163	759,294
2021-2022	350,634	18,930			350,634	18,930	369,564
2022-2023	50,140	8,710			50,140	8,710	58,850
2023-2024	51,503	6,247			51,503	6,247	57,750
2024-2025	52,870	3,780			52,870	3,780	56,650
2025-2026	54,301	1,249			54,301	1,249	55,550

SUMMARY OF  
LONG-TERM DEBT

# SCHOOL PROCEEDS DEBT PAYMENTS

FISCAL YEAR	GENERAL OBLIGATION BONDS				LITERARY LOAN OBLIGATIONS		TOTAL DEBT DUE		
	2001 VPSA B		2005D VPSA		1988 HIGH SCHOOL		Principle	Interest	TOTAL
	Principle	Interest	Principle	Interest	Principle	Interest			
2007-2008	\$215,708	\$179,739	\$35,159	\$40,191	\$93,300	\$2,799	\$344,167	\$222,729	\$566,896
2008-2009	219,880	169,435	35,871	38,379	0	0	255,751	207,815	463,566
2009-2010	224,515	158,670	36,619	36,531	0	0	261,134	195,201	456,335
2010-2011	229,109	147,945	37,407	34,643	0	0	266,516	182,588	449,104
2011-2012	233,908	137,015	38,236	32,714	0	0	272,144	169,729	441,873
2012-2013	238,958	125,834	39,008	30,842	0	0	277,966	156,676	434,642
2013-2014	245,172	113,489	39,718	29,032	0	0	284,890	142,520	427,410
2014-2015	251,712	100,818	40,566	27,182	0	0	292,278	128,000	420,278
2015-2016	258,594	87,805	41,561	24,989	0	0	300,155	112,795	412,950
2016-2017	265,836	74,432	42,607	22,843	0	0	308,443	97,276	405,719
2017-2018	273,457	60,681	43,708	20,642	0	0	317,165	81,322	398,487
2018-2019	281,477	46,530	44,867	18,383	0	0	326,344	64,913	391,257
2019-2020	289,916	31,959	46,086	16,064	0	0	336,002	48,023	384,025
2020-2021	295,762	19,982	47,369	13,681	0	0	343,131	33,663	376,794
2021-2022	301,915	7,699	48,719	11,231	0	0	350,634	18,930	369,564
2022-2023	0	0	50,140	8,710	0	0	50,140	8,710	58,850
2023-2024	0	0	51,503	6,247	0	0	51,503	6,247	57,750
2024-2025	0	0	52,870	3,780	0	0	52,870	3,780	56,650
2025-2026	<u>0</u>	<u>0</u>	<u>54,301</u>	<u>1,249</u>	<u>0</u>	<u>0</u>	<u>54,301</u>	<u>1,249</u>	<u>55,550</u>
<b>Total</b>	\$3,825,919	\$1,462,034	\$826,315	\$417,333	\$93,300	\$2,799	\$4,745,534	\$1,882,166	\$6,627,700

## SUMMARY OF LONG-TERM DEBT

**ENTERPRISE FUND DEBT**

FISCAL YEAR	REVENUE BONDS		CAPITAL LEASES		TOTAL DEBT DUE		
	Principle	Interest	Principle	Interest	Principle	Interest	TOTAL
2007-2008	\$465,000	\$583,886	\$0	\$0	\$465,000	\$583,886	\$1,048,886
2008-2009	490,000	563,501	0	0	490,000	563,501	1,053,501
2009-2010	510,000	541,903	0	0	510,000	541,903	1,051,903
2010-2011	535,000	519,188	0	0	535,000	519,188	1,054,188
2011-2012	550,000	494,676	0	0	550,000	494,676	1,044,676
2012-2013	575,000	468,097	0	0	575,000	468,097	1,043,097
2013-2014	610,000	439,654	0	0	610,000	439,654	1,049,654
2014-2015	635,000	409,570	0	0	635,000	409,570	1,044,570
2015-2016	670,000	377,772	0	0	670,000	377,772	1,047,772
2016-2017	700,000	343,712	0	0	700,000	343,712	1,043,712
2017-2018	735,000	307,466	0	0	735,000	307,466	1,042,466
2018-2019	770,000	269,034	0	0	770,000	269,034	1,039,034
2019-2020	810,000	228,329	0	0	810,000	228,329	1,038,329
2020-2021	855,000	185,404	0	0	855,000	185,404	1,040,404
2021-2022	900,000	139,636	0	0	900,000	139,636	1,039,636
2022-2023	555,000	102,456	0	0	555,000	102,456	657,456
2023-2024	580,000	74,933	0	0	580,000	74,933	654,933
2024-2025	610,000	46,075	0	0	610,000	46,075	656,075
2025-2026	645,000	15,641	0	0	645,000	15,641	660,641
<b>Total</b>	<b>\$12,200,000</b>	<b>\$6,110,933</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,200,000</b>	<b>\$6,110,933</b>	<b>\$18,310,933</b>

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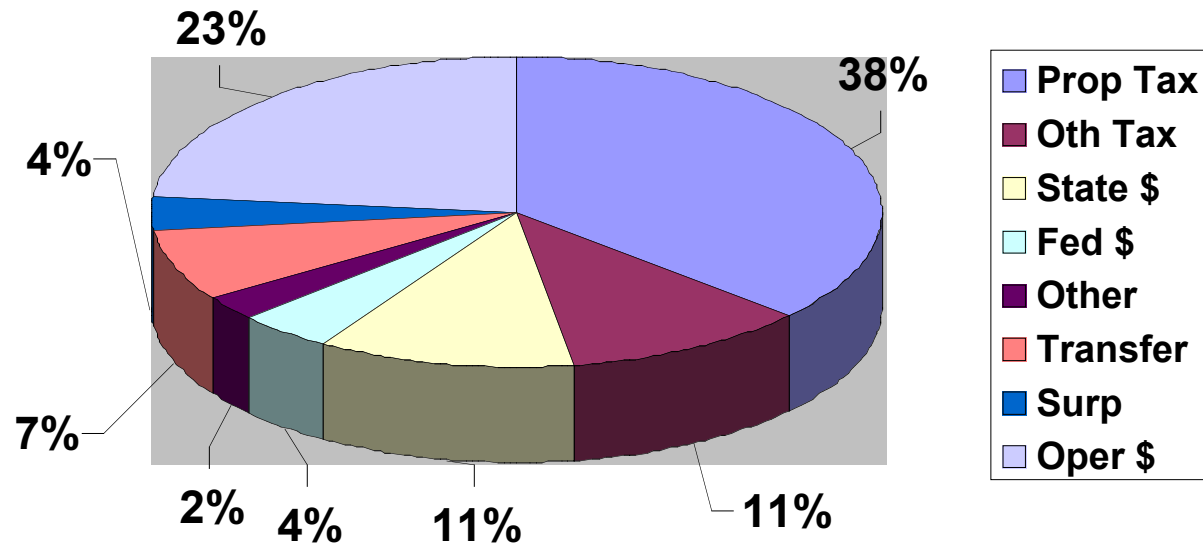
## **BUDGET APPROACH**

**REVENUE SUMMARY ALL FUNDS- FY 07-08**

<b>REVENUES</b>	<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SCHOOL FUNDS</b>	<b>ENTERPRISE FUNDS</b>	<b>CAPITAL PROJECTS FUNDS</b>
<b>Beginning Balance</b>	\$33,107,694	\$7,251,923	\$428,688	\$1,481,213	\$15,595,664	\$8,350,206
Ad Valorem Taxes						
-- Real Estate	12,453,447	12,453,447	0	0	0	0
-- Machinery & Tools	4,400,000	4,400,000	0	0	0	0
-- Personal Property	3,950,000	3,950,000	0	0	0	0
-- Public Service Corporation	3,266,666	3,266,666	0	0	0	0
-- Penalties & Interest	700,000	700,000	0	0	0	0
<b>Subtotal Property Taxes</b>	<b>24,770,113</b>	<b>24,770,113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Taxes						
-- Sales Tax	1,908,514	1,908,514	0	0	0	0
-- Unility Tax	1,342,838	1,342,838	0	0	0	0
-- Business License Tax	1,515,157	1,515,157	0	0	0	0
-- Cigarette Tax @ \$.50 pack	433,000	433,000	0	0	0	0
-- Motor Vehicle License	390,959	390,959	0	0	0	0
-- Franchise Tax	210,000	210,000	0	0	0	0
-- Bank Tax	121,170	121,170	0	0	0	0
-- Recordation /Deeds Tax	205,000	205,000	0	0	0	0
-- Meals & lodging Tax	2,138,437	0	0	0	0	2,138,437
-- E911 Tax & Wireless	318,189	318,189	0	0	0	0
<b>Subtotal Other Taxes</b>	<b>8,583,264</b>	<b>6,444,827</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,138,437</b>
Intergovernmental Revenues						
-- State Revenues	34,821,422	6,236,314	3,606,835	24,978,273	0	0
-- Federal Revenues	8,335,666	140,000	2,738,931	5,456,735	0	0
Permits and Fees	119,650	119,650	0	0	0	0
Fines and Violations	110,800	110,800	0	0	0	0
Use Money & Property	1,230,500	410,000	150,000	26,500	0	644,000
Operating Revenues	19,754,814	0	361,518	570,000	18,823,296	0
Other Revenues	1,025,858	262,500	189,450	448,908	0	125,000
<b>Total Revenues</b>	<b>98,752,087</b>	<b>38,494,204</b>	<b>7,046,734</b>	<b>31,480,416</b>	<b>18,823,296</b>	<b>2,907,437</b>
Transfers from Other Funds	18,273,655	1,216,645	2,904,384	12,793,587	0	1,359,039
Fund Balance Use	5,477,000	557,914	197,875	1,481,213	2,029,905	1,210,093
<b>Total Resources</b>	<b>122,502,742</b>	<b>40,268,763</b>	<b>10,148,993</b>	<b>45,755,216</b>	<b>20,853,201</b>	<b>5,476,569</b>
Less Transfers from Other Funds	-18,273,655	-1,216,645	-2,904,384	-12,793,587	0	-1,359,039
<b>Total Resources net of Transfers</b>	<b>\$104,229,087</b>	<b>\$39,052,118</b>	<b>\$7,244,609</b>	<b>\$32,961,629</b>	<b>\$20,853,201</b>	<b>\$4,117,530</b>
<b>Ending Balance</b>	<b>\$27,630,694</b>	<b>\$6,694,009</b>	<b>\$230,813</b>	<b>\$0</b>	<b>\$13,565,759</b>	<b>\$7,140,113</b>

## REVENUE SUMMARY ALL FUNDS

### REVENUES-ALL FUNDS

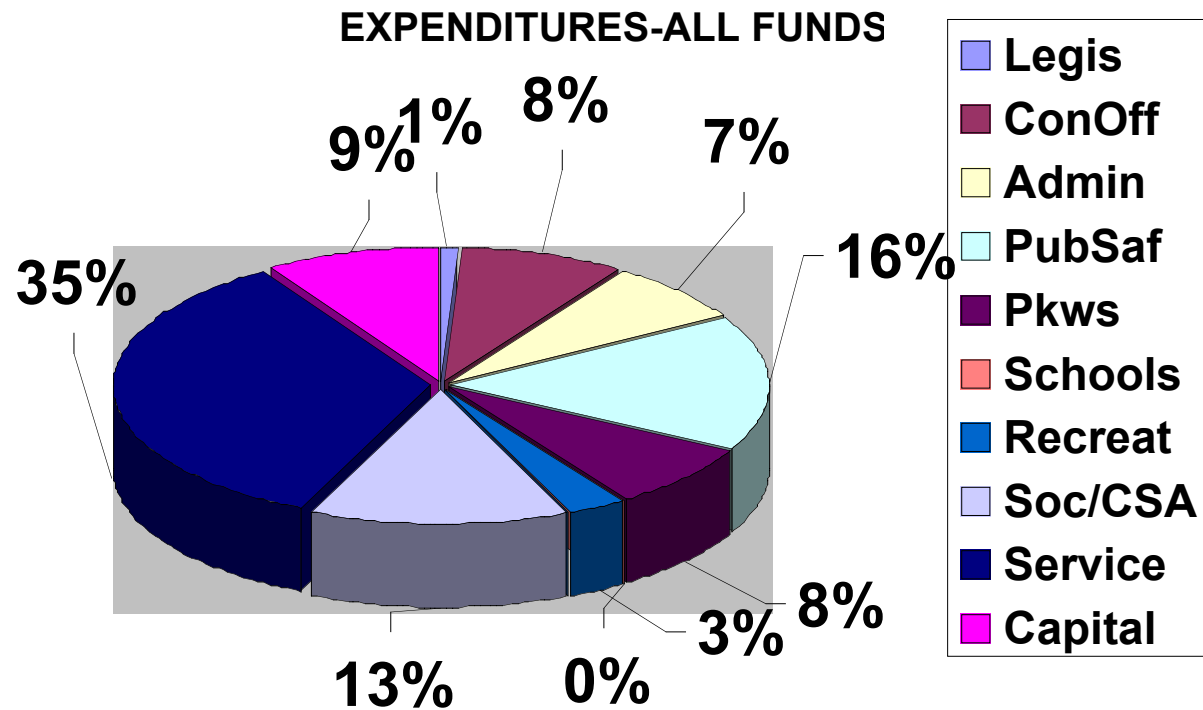


INDEX-	
Prop Tax	= All Property Taxes
Oth Tax	= All other Taxes Levied by City
State \$	= State Revenues
Fed \$	= Federal Revenues
Other	= Other Miscellaneous Revenues
Transfer	= Funds Transferred between Funds
Surp	= Use of Surplus Fund Balance
Oper \$	= Operating Revenues generated from the Enterprise Funds

**EXPENDITURES SUMMARY ALL FUNDS- FY 07-08**

<b>PROGRAMS/DEPARTMENTS</b>	<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SCHOOL FUNDS</b>	<b>ENTERPRISE FUNDS</b>	<b>CAPITAL PROJECTS FUNDS</b>
Legislative						
-- City Council	\$ 140,789	\$ 140,789	\$ -	\$ -	\$ -	\$ -
-- City Clerk	81,818	81,818	-	-	-	-
-- City Attorney	220,553	220,553	-	-	-	-
Constitutional Offices			-			
-- Clerk of Circuit Court	321,719	321,719	-	-	-	-
-- Commonwealth Attorney	448,507	448,507	-	-	-	-
-- Commissioner of Revenue	350,940	350,940	-	-	-	-
-- City Treasurer	346,044	346,044	-	-	-	-
-- Electoral Board/Registrar	157,815	157,815	-	-	-	-
-- City Sheriff	588,173	588,173	-	-	-	-
-- Circuit Court	49,480	49,480	-	-	-	-
-- General District Court	13,000	13,000	-	-	-	-
-- Court Services	8,500	8,500	-	-	-	-
-- VJCCCA	189,909	189,909	-	-	-	-
-- Crater Detention Center	375,000	375,000	-	-	-	-
-- Riverside Regional Jail	2,100,000	2,100,000	-	-	-	-
Administration			-			
-- City Manager/Info Office	528,706	528,706	-	-	-	-
-- Emergency Services	122,768	122,768	-	-	-	-
-- Tourism	393,645	393,645	-	-	-	-
-- Finance/Human Resources	1,693,158	1,693,158	-	-	-	-
-- Development	625,056	625,056	-	-	-	-
-- Police	6,209,619	6,209,619	-	-	-	-
-- Fire	3,620,182	3,620,182	-	-	-	-
-- Public Works	4,772,458	4,772,458	-	-	-	-
-- Health/Outside Agencies	1,176,364	1,176,364	-	-	-	-
-- Non-Departmental	560,202	554,202	6,000	-	-	-
-- Transfers/Contingency	16,397,003	15,180,358	-	-	823,000	393,645
-- Social Services	4,607,814	-	4,607,814	-	-	-
-- Comprehensive Services	3,282,306	-	3,282,306	-	-	-
-- Parks & Recreation	1,692,473	-	1,692,473	-	-	-
-- Harbor Master/Marina	108,500	-	108,500	-	-	-
-- Self Insurance	370,950	-	370,950	-	-	-
-- Cemetery	80,950	-	80,950	-	-	-
-- School Board	45,592,161	-	-	45,592,161	-	-
-- Solid Waste	1,569,665	-	-	-	1,569,665	-
-- Sewer Services	6,105,701	-	-	-	6,105,701	-
-- HRWTF	12,354,835	-	-	-	12,354,835	-
-- Capital Projects/Debt	4,728,176	-	-	-	-	4,728,176
-- Economic Development	354,748	-	-	-	-	354,748
<b>Total Expenditures</b>	<b>\$ 122,339,687</b>	<b>\$ 40,268,763</b>	<b>\$ 10,148,993</b>	<b>\$ 45,592,161</b>	<b>\$ 20,853,201</b>	<b>\$ 5,476,569</b>
Less: Transfer to Other Funds	(16,397,003)	(15,180,358)	-	-	(823,000)	(393,645)
<b>TOTAL NET EXPENDITURES</b>	<b>\$ 105,942,684</b>	<b>\$ 25,088,405</b>	<b>\$ 10,148,993</b>	<b>\$ 45,592,161</b>	<b>\$ 20,030,201</b>	<b>\$ 5,082,924</b>

## EXPENDITURE SUMMARY ALL FUNDS



### INDEX-

Legis	=	Council, City Clerk, City Attorney
ConOff	=	Constitutional offices, Registrar, Courts, Jail
Admin	=	General Fund departments less: police, Fire, Public Works
PubSaf	=	Police and Fire Departments
Pwks	=	Public Works Department
Schools	=	All School Budgets
Recreat	=	Recreation Fund and Harbor Fund
Soc/CSA	=	Social Services, CSA Funds
Services	=	Enterprise Fund Services
Capital	=	Capital Projects Fund

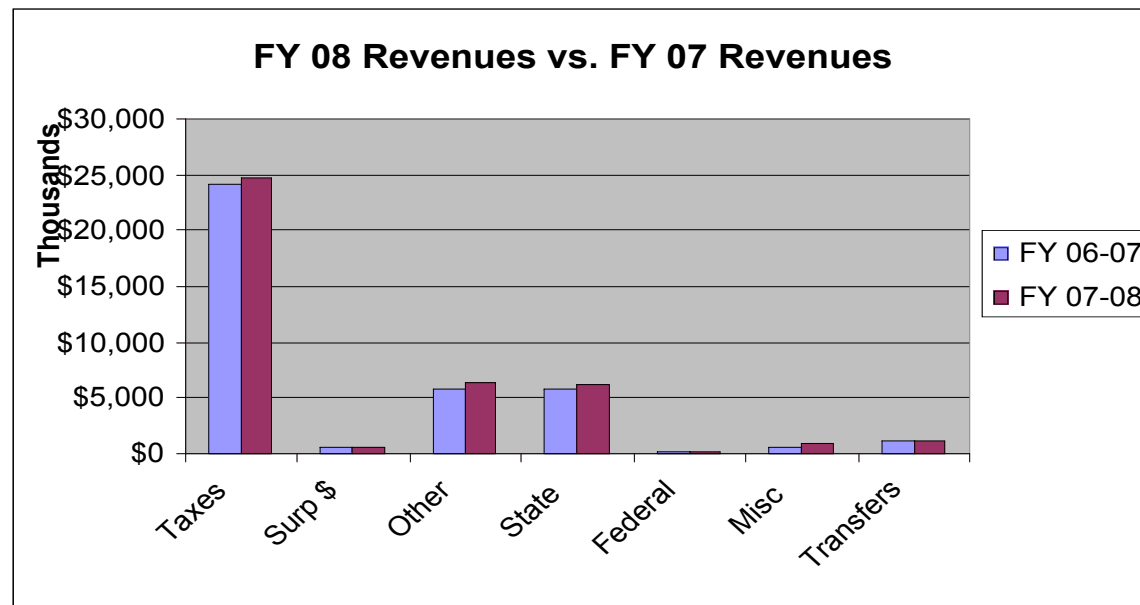


## Overview

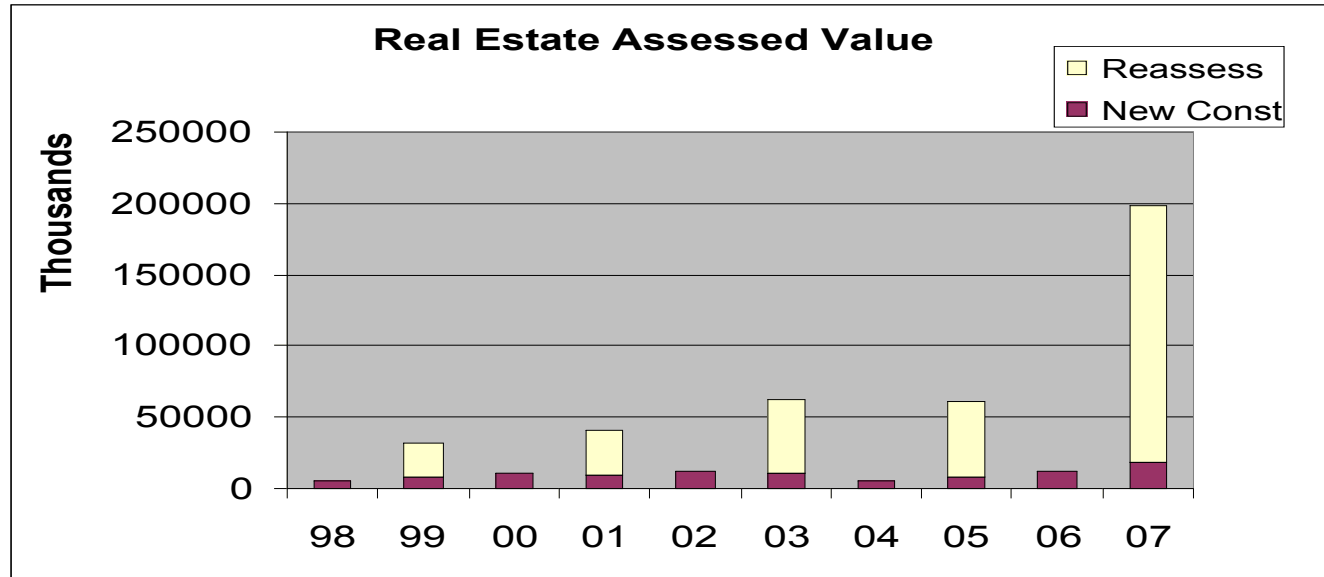
The fiscal condition of the City of Hopewell has a direct impact on the level of services that can be provided its citizens, City revenues indicate a lacking of revenues to pay for the current level of services. This is primarily due to the fact the City has no room for growth. Almost every revenue source available to the city, except for user fees and property taxes, are close to their maximum allowed by Virginia law. The City is limited in what revenue it may levy and the amount of such levies.

## General Fund

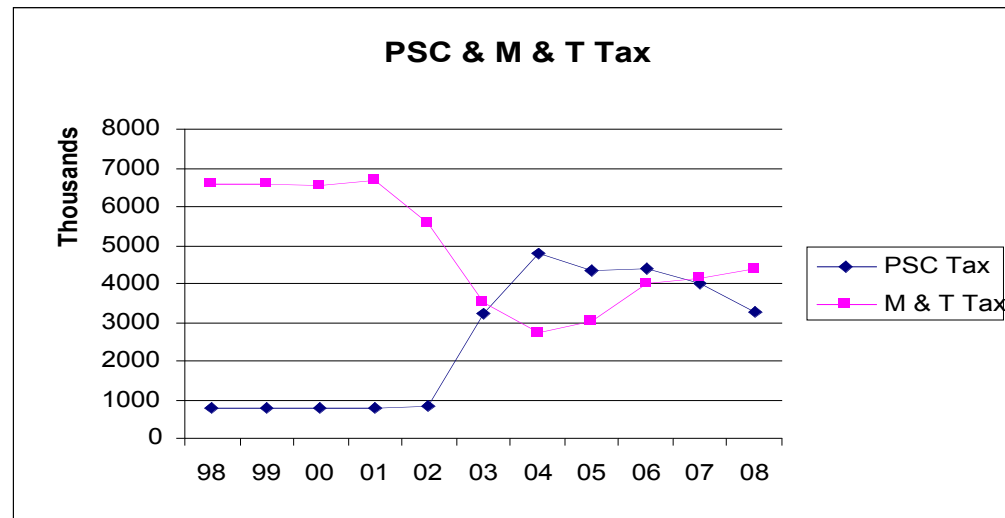
The City General Fund supports many of the basic services associated with local government. These include education, police, fire, recreation, parks, library, social and health services and community development. The demands for services placed on the General Fund continue to rise. Both its citizens and the state general assembly continue to see local government as primary in service delivery. Budgeted revenues for the past two budget years as shown below reflect the limited revenue growth that the city is experiencing.



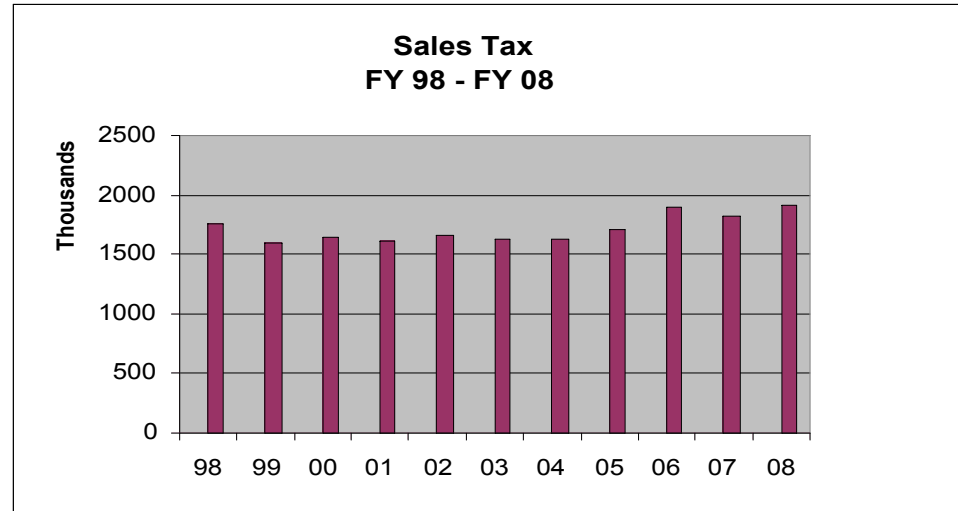
Further analysis of the major revenue categories show that only real taxes are increasing by any significant amount and that can be attributed primarily to reassessment valuations.



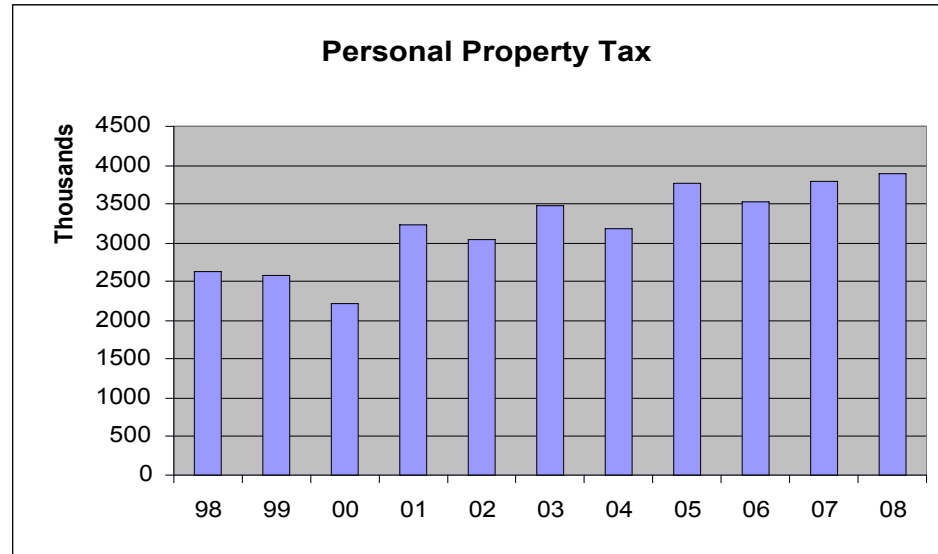
Public Service Corporation taxation took a large jump when the general assembly changed the law on who would assess co-generation power plants in 2002. Up till that year the locality valued such assets as machinery & tools. The city realized a gain in valuation and tax revenues when this took effect.



Local option sales tax revenues have been stagnant for the past several years, but increased in 2006 and are forecasted to continue to increase by modest amounts in 2007 and 2008.

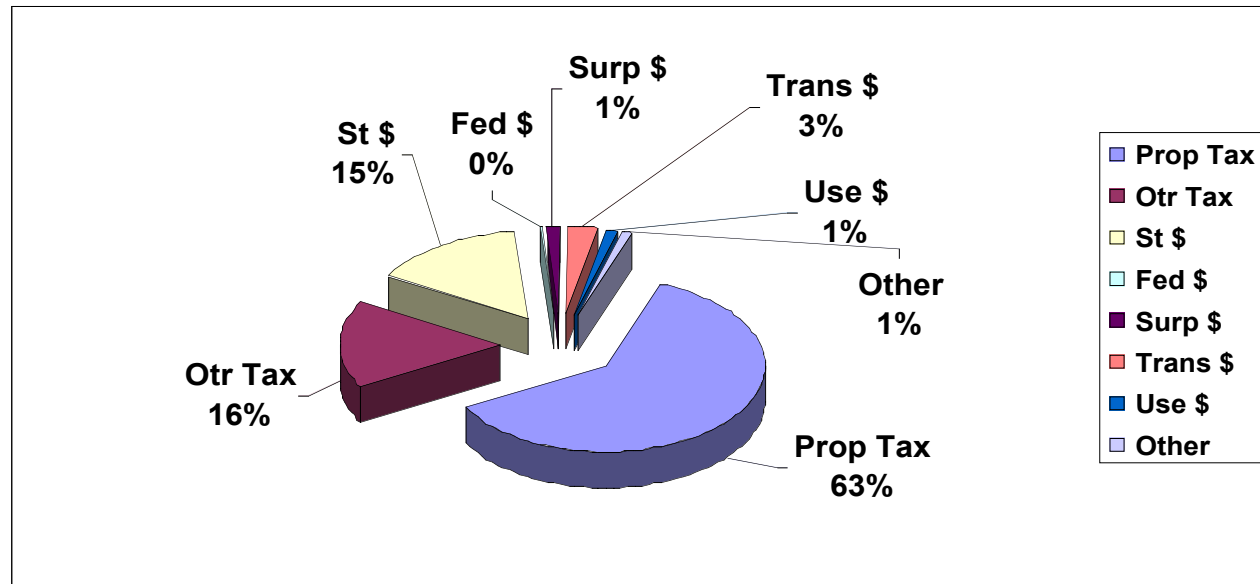


Personal property tax has been increasing thanks to the auto industry financing plan. The offer of \$0 cost to purchase and finance new vehicles have encouraged consumers to continue to make these big ticket purchases.



GENERAL FUND REVENUES								
REVENUES	ACTUAL 04-05	ACTUAL 05-06	BUDGET 06-07	YTD 12/31/06	PROJECTED 06/30/07	07-08 DEPT BUDGET	07-08 CITY MGR BUDGET	07-08 COUNCIL BUDGET
Ad Valorem Taxes								
-- Real Estate	\$10,768,794	\$10,919,107	\$11,810,519	\$5,032,534	\$12,906,213	\$12,887,715	\$12,453,447	
-- Machinery & Tools	3,047,620	3,998,144	4,156,352	1,662,789	4,000,000	4,289,714	4,400,000	
-- Personal Property	3,773,138	3,517,502	3,813,465	1,523,987	3,430,720	3,587,689	3,950,000	
-- Public Service Corporation	4,220,998	4,397,176	4,000,363	2,320	3,700,000	3,711,592	3,266,666	
-- Penalties & Interest	689,209	841,026	400,000	377,882	577,882	700,000	700,000	
<b>Subtotal Property Taxes</b>	22,499,759	23,672,955	24,180,699	8,599,512	24,614,815	25,176,710	24,770,113	
Other Taxes								
-- Sales Tax	1,700,007	1,890,963	1,818,145	616,830	1,850,490	1,908,514	1,908,514	
-- Utility Tax	1,325,363	1,302,633	1,330,000	507,813	1,339,287	1,342,838	1,342,838	
-- Business License Tax	1,411,667	1,541,460	1,400,000	90,337	1,500,000	1,515,157	1,515,157	
-- Cigarette Tax	0	0	0	0	0	0	433,000	
-- Motor Vehicle License	392,283	389,635	390,000	45,651	390,000	390,959	390,959	
-- Franchise Fee	135,119	222,691	185,000	28,941	210,000	210,000	210,000	
-- Bank Tax	93,374	106,363	100,000	0	120,000	121,170	121,170	
-- Recordation/Deeds Tax	165,781	173,224	200,000	162,109	262,109	205,000	205,000	
-- E911 Tax and Wireless	285,745	339,762	320,000	95,639	255,639	318,189	318,189	
<b>Subtotal Other Taxes</b>	5,509,339	5,966,731	5,743,145	1,547,320	5,927,525	6,011,827	6,444,827	
Intergovernmental Revenues								
-- State Funding	5,340,024	5,579,957	5,853,641	2,894,694	5,821,515	6,127,112	6,236,314	
-- Federal Funding	367,018	275,520	108,000	21,479	120,000	140,000	140,000	
Permits and Fees	101,915	179,406	75,000	63,324	100,824	119,650	119,650	
Fines and Violations	114,202	74,318	72,000	37,977	73,977	72,000	110,800	
Use Money & Property	212,149	466,621	185,000	137,320	229,820	410,000	410,000	
Other Revenues	23,513	1,021,541	259,300	360,387	490,037	301,300	262,500	
<b>Total Revenues</b>	34,167,919	37,237,049	36,476,785	13,662,013	37,378,512	38,358,599	38,494,204	
Transfers from Other Funds	683,039	850,000	1,138,321	0	1,138,321	1,216,645	1,216,645	
Fund Balance Appropriated	0	0	504,587	0	504,587	0	557,914	
<b>Total Resources</b>	34,850,958	38,087,049	38,119,693	13,662,013	39,021,420	39,575,244	40,268,763	
Less Transfers from Other Funds	-683,039	-850,000	-1,138,321	0	-1,138,321	-1,216,645	-1,216,645	
<b>TOTAL NET RESOURCES</b>	\$34,167,919	\$37,237,049	\$36,981,372	\$13,662,013	\$37,883,099	\$38,358,599	\$39,052,118	

## GENERAL FUND REVENUES



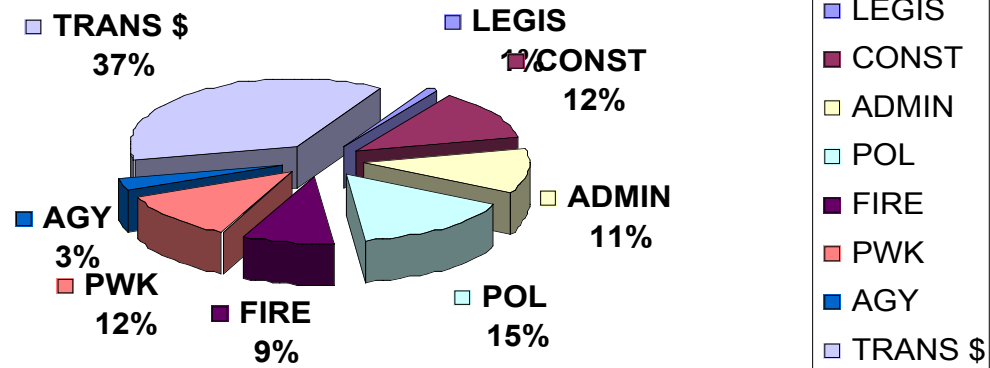
### ANALYSIS OF AD VALOREM TAX BASE AND LEVY

Tax Base	Actual 2006	Estimated 2007-08	Final Est. 2007-08
Real Property Valuation	\$926,640,800	\$1,103,523,696	\$1,125,496,300
Personal Property Valuation	117,007,115	127,868,852	127,868,900
Machinery & Tools Valuation	136,273,836	144,262,295	144,262,300
PSC Property Valuation	<u>365,835,667</u>	<u>291,666,667</u>	<u>291,666,667</u>
Total Property Valuation	\$1,545,757,418	\$1,667,321,510	\$1,689,294,167
Tax Rate per \$100 of Value			
Real Property Rate	\$1.20	\$1.18	\$1.12
Personal Property Rate	3.05	3.05	3.05
Machinery & Tools Rate	3.05	3.05	3.05
Real Estate Tax	\$11,119,225	\$13,059,280	\$12,605,559
Personal Property Tax	3,568,717	3,900,000	3,900,001
Machinery & Tools Tax	4,156,352	4,400,000	4,400,000
PCS Tax	<u>4,390,028</u>	<u>3,500,000</u>	<u>3,266,667</u>
Total Tax Collections	\$23,234,322	\$24,859,280	\$24,172,227
Tax Increase of \$0.01 Yields			
Real Estate Dollars	\$92,664	\$110,352	\$112,550
Personal Property dollars	\$11,701	\$12,787	\$12,787
Machinery & Tools Dollars	\$13,627	\$14,426	\$14,426
PSC Dollars	\$36,584	\$29,167	\$29,167

GENERAL FUND EXPENDITURES								
DEPARTMENT/PROGRAM	ACTUAL 04-05	ACTUAL 05-06	BUDGET 06-07	YTD 12/31/06	PROJECTED 6/30/07	07-08 DEPT BUDGET	07-08 CITY MGR BUDGET	07-08 COUNCIL BUDGET
Legislative								
-- City Council	\$120,973	\$109,685	\$122,246	\$63,433	\$127,728	\$140,789	\$140,789	
-- City Clerk	65,949	69,115	76,472	33,458	73,367	81,548	81,818	
-- City Attorney	<u>169,302</u>	<u>193,337</u>	<u>209,125</u>	<u>89,950</u>	<u>199,010</u>	<u>220,553</u>	<u>220,553</u>	
<b>Total Legislative</b>	304,567	372,137	407,843	186,841	400,105	442,890	443,160	
Constitutional Offices/Courts								
-- Clerk of Circuit Court	265,738	278,317	313,193	129,595	292,671	330,475	321,719	
-- Commonwealth Attorney	427,523	421,429	506,840	194,608	457,758	520,034	448,507	
-- Commissioner of Revenue	305,509	320,857	332,869	151,359	325,361	377,909	350,940	
-- City Treasurer	296,011	311,530	334,039	149,600	324,100	346,044	346,044	
-- Electoral Board/Registrar	120,073	128,919	148,228	58,828	135,883	157,064	157,815	
-- City Sheriff	498,247	564,937	565,367	266,649	562,665	666,840	588,173	
-- Circuit Court	29,565	32,722	47,415	12,260	36,581	20,000	49,480	
-- General District Court	13,128	16,998	18,450	3,401	12,796	0	13,000	
-- Court Services	6,605	5,136	13,200	5,446	12,318	0	8,500	
-- VJCCCA Grant	171,168	175,295	191,676	73,220	172,719	189,909	189,909	
-- Crater Detention Center	218,176	463,360	375,000	217,764	405,264	375,000	375,000	
-- Riverside Regional Jail	<u>1,938,477</u>	<u>1,505,739</u>	<u>2,100,000</u>	<u>734,367</u>	2,203,101	<u>2,600,804</u>	<u>2,100,000</u>	
<b>Total Constitutional/Courts</b>	3,603,649	4,225,239	4,946,277	1,997,097	4,941,218	5,584,079	4,949,087	
-- City Manager/Info Office	244,351	332,448	329,207	276,954	455,405	510,356	528,706	
-- Emer Services	85,650	88,598	99,409	35,621	87,107	122,768	122,768	
-- Finance/Human Resources	1,402,814	1,403,065	1,692,666	737,278	1,620,475	1,644,715	1,693,158	
-- Development	547,224	584,145	769,475	249,273	646,474	578,495	625,056	
-- Tourism	390,729	431,593	308,444	111,333	271,122	393,645	393,645	
-- Police	4,859,939	5,292,939	5,360,075	2,670,584	5,484,151	6,194,625	6,209,619	
-- Fire	3,108,502	3,167,323	3,586,250	1,445,233	3,310,620	4,501,682	3,620,182	
-- Public Works	3,311,849	3,697,536	3,929,070	1,487,444	3,526,351	4,855,460	4,772,458	
-- Health/Outside Agencies	1,001,940	1,030,124	1,119,795	681,066	1,275,017	1,386,840	1,176,364	
-- Non-Departmental	605,702	490,878	648,313	277,156	650,000	546,477	554,202	
-- Transfers	13,984,802	15,012,396	14,572,364	900,740	14,572,364	15,464,430	14,724,598	
-- Contingency/COLA/Health Ins						<u>514,572</u>	<u>455,760</u>	
<b>Total Expenditures</b>	\$33,039,103	\$36,128,421	\$37,769,188	\$11,056,620	\$37,240,407	\$42,741,034	\$40,268,763	
Less: Transfers to Other Funds	-13,919,328	-15,012,396	-14,572,364	-900,740	-14,572,364	-15,464,430	-14,724,598	
<b>Total Net Expenditures</b>	\$19,119,775	\$21,116,025	\$23,196,824	\$10,155,880	\$22,668,043	\$27,276,604	\$25,544,165	



## GENERAL FUND EXPENDITURES



POSITIONS SUMMARY FY 2007-2008						
	FY 05-06	FY 06-07	FY 07-08			
	Full	Full	Full	New		
DEPARTMENT	Time	Time	Time	Req		
City Clerk	1	1	1			
City Manager	3	4	4			
City Attorney	2	2	2			
Personnel	5	3	3			
Tourism Office	1	1	1			
Finance	14	14	14			
Development	9	7	7		1	
Police	69	73	73		3	
Fire	50	50	50			
Public Works	39	41	41		3	
Sewer Fund	5	6	6			
HRWTF	58	58	58			
Recreation	17	17	17			
CPMT	1	1	1			
Social Services	41	41	41			
Juvenile Court Grant	4	4	4			
<b>Total</b>	<b>319</b>	<b>323</b>	<b>323</b>		<b>7</b>	
Constitutional Offices:						
Commmisioner of Revenue	6	6	6			
City Treasurer	5	5	5			
Commonwealth Attorney	6	6	6			
Clerk of Circuit Court	5	5	5			
City Sheriff	9	9	9			
Electoral Registrar	2	2	2			
<b>Total</b>	<b>33</b>	<b>33</b>	<b>33</b>		<b>0</b>	
<b>TOTAL ALL CITY POSITIONS</b>	<b>352</b>	<b>356</b>	<b>356</b>		<b>7</b>	
<b>PER 1,000 POPULATION</b>	<b>15.8</b>	<b>16.0</b>	<b>16.0</b>		<b>0.3</b>	

## ORGANIZATION UNITS

To better understand the city's budget approach and methodology, the following organization units are outlined and a brief narrative of their purpose is presented.

General Fund: used to support those general government type services as listed below

Legislative- provides the support and assistance for the operation of the legislative part of city government.

City Council- elected body

City Clerk- official record keeper for City Council

City Attorney- provide legal services to both City Council and other city departments

Constitutional Offices- provide city government services as defined by the Constitution of Virginia

Clerk of Circuit Court- official record keeper for all court documents/actions

Commonwealth Attorney- city prosecuting attorney in court cases

City Treasurer- tax collections and investment management oversight

Commissioner of Revenue- property tax assessor and business license/excise tax assessment and collections

City Sheriff- responsible for serving court papers and court house security

Electoral Board- oversees and operates voter registration and elections

Courts- provide minimum funding for court services from city government

Detention and Jail- account for expenditures incurred by city for its share in juvenile and adult detention facilities

City Administration- provides the general administration and oversight for the delivery of city government services

City Manager- provide general oversight and day-to-day management of city services and personnel

Human Resources- provide assistance in hiring city workers and manage associated fringe benefits provided

Tourism- provide services to attract tourism activity within the city

Finance Department- provide financial oversight and management services to support other city departments

Development Department- provides economic development assistance with zoning and land development issues

Public Safety- consist of police, fire and emergency services which provides for law enforcement, fire prevention and emergency services in case of an emergency or natural disaster.

Public Works- provide for the construction and repair of roads, streets, manage and operate city buildings, solid waste collection, and vehicle maintenance

Health Department- provide city funding to the regional health district, which the city is a member

Outside Agencies- support provide by the city to community agencies to further their services to citizens

Non-Departmental- manage and account for certain city government expenditures not included above, i.e. retiree health benefits, city memberships and dues

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Social Services Fund- used to account for both federal and state restricted funding that provides financial assistance to qualifying city residents

Comprehensive Services Act Fund- provide services and programs for at-risk children and families, federal and state funding requiring a local “cash” match requirement

Recreation and Parks Fund- used to account for revenues and transfers to operate, manage and organize activities within the recreation resources developed by the city; to include community center, pool, tennis courts, basketball courts, ball fields, parks, and trails

Regional Wastewater Treatment Facility- used to account for user fees charged for the treatment of waste water generated by residential, commercial and industrial customers using the system

Sewer Services- used to account for all user fees charged for the maintenance of infrastructure and treatment of all residential and commercial waste water generated.

# CITY OF HOPEWELL

## FISCAL 2007-2008 BUDGET

DEPARTMENT: CITY COUNCIL

MAJOR PROGRAM:

DEPARTMENT MISSION:

To provide the leadership necessary to accomplish the goals and objectives for the City of Hopewell.

### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

### STRATEGIC FOCUS SUPPORTED:

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	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
PERSONNEL	\$78,184	\$80,446	\$84,989	\$84,989	5.65%
CONTRACTUAL	\$2,495	\$0	\$7,500	\$7,500	100.00%
OPERATIONS and MAINTENANCE	\$29,010	\$41,650	\$47,800	\$47,800	14.77%
CAPITAL	\$0	\$500	\$500	\$500	0.00%
<b>TOTAL</b>	<b>\$109,689</b>	<b>\$122,596</b>	<b>\$140,789</b>	<b>\$140,789</b>	<b>14.84%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$109,689	\$122,596	\$140,789	\$140,789	14.84%
FTE POSITIONS	0.00	0.00	0.00	0.00	

PERFORMANCE MEASURES	FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
	0	0	0	
	0	0	0	

### BUDGET HIGHLIGHTS:

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT: CITY CLERK**

**MAJOR PROGRAM:**

**DEPARTMENT MISSION:**

To provide a variety of services in assisting the City Council with its meetings to address policy issues on behalf of City residents. The impacts on the Clerk's Office are directly related to the actions and operations of the City Council. It is expected that this office will be able to address workload demands within existing resources.

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

**STRATEGIC FOCUS SUPPORTED:**

- The City Clerk will continue to utilize cost saving methods while managing increased workloads
- The City Clerk will continue to serve City Council and its constituents in a timely manner

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$59,654	\$63,242	\$68,098	\$68,368	8.11%
CONTRACTUAL	\$1,205	\$1,500	\$1,500	\$1,500	
OPERATIONS and MAINTENANCE	\$7,413	\$11,100	\$11,100	\$11,100	
CAPITAL	\$849	\$630	\$850	\$850	34.92%
TOTAL	\$69,122	\$76,472	\$81,548	\$81,818	6.99%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$69,122	\$76,472	\$81,548	\$81,818	6.99%
FTE POSITIONS	1.00	1.00	1.00	1.00	

PERFORMANCE MEASURES	FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
Number of Council Agenda items (2004-547) pages (330	0	0	0	
Proc:36;Res:20;Ords:20;Bds/Comm:321 indiv;48 bds.	0	0	0	

**BUDGET HIGHLIGHTS:**

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

#### DEPARTMENT: CITY ATTORNEY

#### DEPARTMENT MISSION:

Provide quality legal assistance and representation to City Council, Administration and Boards, Commissions and Committees.

#### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

- Provide timely requested legal assistance
- Minimize City liability through provision of legal representation

#### MAJOR PROGRAM:

- Legal representation
- Claims
- Contracts
- Advice and research
- Ordinances and Resolutions
- Prosecution of local violations

#### STRATEGIC FOCUS SUPPORTED:

- Economic Development
- Safe & Healthy Environment

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$172,359	\$176,000	\$186,253	\$186,253	5.83%
CONTRACTUAL	\$11,346	\$15,000	\$15,000	\$15,000	0.00%
OPERATIONS and MAINTENANCE	\$8,396	\$17,800	\$18,300	\$18,300	2.81%
CAPITAL	\$1,243	\$325	\$1,000	\$1,000	207.69%
TOTAL	\$193,343	\$209,125	\$220,553	\$220,553	5.46%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$193,343	\$209,125	\$220,553	\$220,553	5.46%
FTE POSITIONS	2.00	2.00	2.00	2.00	0.00%

#### PERFORMANCE MEASURES

FY2006 ACTUAL FY2007 FORECAST FY2008 BUDGET % CHANGE

#### BUDGET HIGHLIGHTS:

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT:** CLERK of CIRCUIT COURT

**MAJOR PROGRAM:**

**DEPARTMENT MISSION:**

The Clerk of Circuit Courts Office stores and maintains the permanent records of the city. These records include Land Records, wills, criminal , civil, judgments, financing statements, notaries, marriages and divorces from July, 1916 to the present. The major duties are to keep these records indexed daily and accurately, in a format that is easily accessed by the general public as well as title searchers and attorneys. Being a Court of Record requires us to protect these records, constantly replacing torn and worn records and updating them in a modern format for easier and quicker retrieval. We are always competent, courteous and prompt in assisting the citizens of the City of Hopewell in regard to these records.

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

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**STRATEGIC FOCUS SUPPORTED:**

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<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>PERSONNEL</b>	\$233,904	\$281,333	\$221,942	\$286,654	1.89%
<b>CONTRACTUAL</b>	\$2,523	\$2,500	\$3,000	\$3,000	20.00%
<b>OPERATIONS and MAINTENANCE</b>	\$23,446	\$29,360	\$32,065	\$32,065	9.21%
<b>CAPITAL</b>	\$18,453	\$0	\$7,300	\$0	100.00%
<b>TOTAL</b>	\$278,325	\$313,193	\$264,307	\$321,719	2.72%
<b>REVENUE</b>	\$278,443	\$291,038	\$204,822	\$295,000	1.36%
<b>NET COST</b>	(\$117)	\$22,155	\$59,485	\$26,719	20.60%
<b>FTE POSITIONS</b>	5.00	5.00	5.00	5.00	0.00%

**PERFORMANCE MEASURES**

We have a plan under the Compensation Board to report workload statistics; the auditors check us procedurally as well as financially

**BUDGET HIGHLIGHTS:**

<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
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## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT:** COMMONWEALTH ATTORNEY OFFICE

**MAJOR PROGRAM:**

**DEPARTMENT MISSION:**

Prosecution of all felony, most Class 1 and 2 misdemeanor (including domestic violence), and juvenile crimes. Represents the Commonwealth in habitual offender adjudications and restorations and HPD in civil forfeiture cases. Provides assistance to HPD, DSS, Juv. Court Services, and Victim-Witness Program. With assistance of local and state probation, the CAO monitors the terms and conditions of an offender's probation, including payment of restitution, and initiates revocation proceeding in cases of non-compliance.

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Prosecution emphasis aforementioned, plus initiation of targeted nuisance abatement and elimination
- Continued development and implementation of the Hopewell Community Appreciation Project

**STRATEGIC FOCUS SUPPORTED:**

- Safe & Healthy Environment
- Civic Engagement

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$389,705	\$481,065	\$379,385	\$420,257	-12.64%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPERATIONS and MAINTENANCE	\$34,144	\$27,483	\$28,250	\$26,750	-2.67%
CAPITAL	\$6,297	\$1,475	\$2,500	\$1,500	100.00%
TOTAL	\$430,146	\$510,023	\$410,135	\$448,507	-12.06%
REVENUE	\$349,136	\$393,950	\$400,000	\$400,000	1.54%
NET COST	\$81,010	\$116,073	\$10,135	\$48,507	-58.21%
FTE POSITIONS	7.00	7.00	7.00	7.00	0.00%

**PERFORMANCE MEASURES**

Non-applicable

**FY2006 ACTUAL FY2007 FORECAST FY2008 BUDGET % CHANGE**

**BUDGET HIGHLIGHTS:**

The personnel expenditures requested for FY2008 would be Salaries and Wages #011.2210000.100 ONLY.

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT:** COMMISSIONER of REVENUE

**DEPARTMENT MISSION:**

Commissioner of the Revenue is the Chief Tax Assessing officer for the City of Hopewell. We will make every effort under the code of VA and the City code to assess any and everything to produce revenue for the City of Hopewell.

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Commissioner of the Revenue Certification Program
- Inspection/Audit Program to ensure all businesses are licensed and all vehicles are taxed

**MAJOR PROGRAM:**

- Tax assessments
- Business licenses
- Excise tax
- State income tax
- Tax proration
- City decals

**STRATEGIC FOCUS SUPPORTED:**

- Economic Development
- Civic Engagement

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$286,285	\$297,344	\$337,359	\$310,390	4.39%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPERATIONS and MAINTENANCE	\$30,299	\$33,525	\$38,550	\$38,550	14.99%
CAPITAL	\$4,280	\$2,000	\$2,000	\$2,000	0.00%
TOTAL	\$320,864	\$332,869	\$377,909	\$350,940	5.43%
REVENUE	\$102,911	\$107,552	\$110,000	\$110,000	2.28%
NET COST	\$217,953	\$225,317	\$267,909	\$240,940	6.93%
FTE POSITIONS	6.00	6.00	6.00	6.00	0.00%
PERFORMANCE MEASURES		FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
personal property		0	0	0	
business tax		0	0	0	
BUDGET HIGHLIGHTS:					

# CITY OF HOPEWELL

## FISCAL 2007-2008 BUDGET

**DEPARTMENT:** CITY TREASURER

**DEPARTMENT MISSION:**

To collect, process, settle, and/or post all taxes and revenues for the City and State while providing courteous and efficient service.

**MAJOR PROGRAM:**

- Receipt and collection of revenue
- including delinquent tax collections
- Printing and mailing of tax bills
- Appropriate accounting of revenue and investments

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Continue to provide training for excellence in customer service and efficiency in operations
- Maintain timely posting, processing, and reconciling of daily and monthly procedures

**STRATEGIC FOCUS SUPPORTED:**

- Collection of taxes and revenues
- enables all strategic goals of City

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
<b>PERSONNEL</b>	\$262,075	\$294,582	\$306,644	\$306,644	4.09%
<b>CONTRACTUAL</b>	\$0	\$0	\$0	\$0	
<b>OPERATIONS and MAINTENANCE</b>	\$48,987	\$39,457	\$39,400	\$39,400	-0.14%
<b>CAPITAL</b>	\$478	\$0	\$0	\$0	
<b>TOTAL</b>	\$311,540	\$334,039	\$346,044	\$346,044	3.59%
<b>REVENUE</b>	\$103,475	\$109,677	\$110,000	\$110,000	0.29%
<b>NET COST</b>	\$208,065	\$224,362	\$236,044	\$236,044	5.21%
<b>FTE POSITIONS</b>	6.30	6.34	6.35	6.34	0.00%

**PERFORMANCE MEASURES**

Workload measures submitted annually to Compensation Board  
as part of State budget will be available for review by 2/1/07.

FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
		0	
		0	

**BUDGET HIGHLIGHTS:**

Personnel expenditures related to State-budgeted positions increased approximately \$5,000 and include the recommended salary increase of 3% for Constitutional Officers and their employees effective 12/1/07, as well as salary adjustments of \$1,378 each for two State (Deputy II) positions. The salary adjustments will come from the balance remaining from a foregone State (full-time clerk) position that can be reallocated per Compensation Board guidelines. The total amount requested for operations and maintenance expenditures remained about the same as last year with no overall increase; i.e., savings in service contracts and supplies were offset by increases in advertising and education and training. Revenues are estimated to cover well over a third of total expenses, with more than \$114,000 reimbursed by the State and approximately \$15,000

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT:** ELECTORAL BOARD/REGISTRAR

**DEPARTMENT MISSION:**

Maintain the official records for the City in accordance with election laws and State Board of Elections.  
Provide appropriate forms and information for the electoral process pursuant to the provisions of the Constitution of Virginia.

**MAJOR PROGRAM:**

- Voter registration
- Elections

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Maintain and manage all activities related to voting
- Administer all elections

**STRATEGIC FOCUS SUPPORTED:**

- Safe & Healthy Environment

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$112,626	\$118,474	\$124,285	\$125,036	5.54%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPERATIONS and MAINTENANCE	\$9,634	\$29,714	\$32,079	\$32,079	7.96%
CAPITAL	\$6,666	\$3,670	\$700	\$700	-80.93%
TOTAL	\$128,926	\$151,858	\$157,064	\$157,815	3.92%
REVENUE	\$46,056	\$50,000	\$50,000	\$50,000	0.00%
NET COST	\$82,870	\$101,858	\$107,064	\$107,815	5.85%
FTE POSITIONS	2.50	2.50	2.50	2.50	0.00%

**PERFORMANCE MEASURES**

Voter Card transactions

Requests for info political parties, citizens, state, federal)

**BUDGET HIGHLIGHTS:**

FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
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## CITY OF HOPEWELL FISCAL 2007-2008 BUDGET

**PROGRAM:** CITY SHERIFF

**FUNCTION:**

**MISSION:**

- Law enforcement
- Court security
- Legal process

To perform the duties of the elected office as required by Virginia law.

### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

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	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
<b>PERSONNEL</b>	\$435,511	\$471,487	\$511,643	\$488,438	3.60%
<b>CONTRACTUAL</b>	\$0	\$0	\$0	\$0	
<b>OPERATIONS and MAINTENANCE</b>	\$100,045	\$67,632	\$62,955	\$70,100	3.65%
<b>CAPITAL</b>	\$29,395	\$27,780	\$76,780	\$29,635	6.68%
<b>TOTAL</b>	\$564,951	\$566,899	\$651,378	\$588,173	3.75%
<b>REVENUE</b>	\$326,802	\$340,142	\$350,000	\$342,600	0.72%
<b>NET COST</b>	\$238,148	\$226,757	\$301,378	\$245,573	8.30%
<b>FTE POSITIONS</b>	9.50	9.50	10.00	9.50	0.00%

### BUDGET HIGHLIGHTS:

1. Courthouse Interior painted by Riverside Regional Inmates at no cost to the City. 2. Hopewell Sheriff's Office Website up and running. 3. Courthouse Security Assessment conducted by the Virginia Sheriff's Association at no cost to the City. 4. Purchased new weapons (.40 cal Glockes and Remington Shotguns) utilizing vacancy funds for the most part. The previous weapons were 15 year old Berettas. 5. First African-American Female Deputy hired by Hopewell Sheriff's Office. 6. First African-American City Councilor sworn in as a Hopewell Sheriff's Office Auxiliary Deputy. 7. Serving Meals on Wheels on Fridays. 8. Auxiliary Deputy's are on board and working as needed. 9. Participating in the Project Lifesaver (Alzheimer's patients, autistic children, etc) program. 10. Deputies assisting, as needed, in law enforcement efforts, funeral processions, traffic control, etc. 11. Participating in and providing security at Hooray for Hopewell, Hopewell Greek Festival, National Night Out, Cancer Walk, etc. 12. Bullet Proof Vests provided by City. 13. Implementing Bunny Program to visit hospitalized children during the Easter Season. 14. A new attitude/spirit of cooperation has been established by the Hopewell Sheriff's Office throughout the Courthouse and toward the C

**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b>	<b>CIRCUIT COURT</b>	<b>FUNCTION:</b>			
<b>MISSION:</b>		<ul style="list-style-type: none"> <li>• Court services</li> </ul>			
<p>To provide legal adjudication to matters coming before the court.</p>					
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>					
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$21,713	\$21,115	\$0	\$22,000	4.19%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPERATIONS and MAINTENANCE	\$11,012	\$26,300	\$20,000	\$27,480	4.49%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$32,725	\$47,415	\$20,000	\$49,480	4.36%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$32,725	\$47,415	\$20,000	\$49,480	4.36%
FTE POSITIONS					
<b>BUDGET HIGHLIGHTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

PROGRAM:		GENERAL DISTRICT COURT			FUNCTION:	
MISSION:					<ul style="list-style-type: none"><li>• Court services</li></ul>	
To provide legal adjudication to matters coming before the court.						
PLANNED ACCOMPLISHMENTS AND OBJECTIVES:						
<ul style="list-style-type: none"><li>•</li><li>•</li></ul>						
EXPENDITURES:		FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL		\$0	\$0	\$0	\$0	
CONTRACTUAL		\$0	\$0	\$0	\$0	
OPERATIONS and MAINTENANCE		\$11,563	\$18,450	\$0	\$13,000	-29.54%
CAPITAL		\$5,436	\$0	\$0	\$0	
TOTAL		\$16,999	\$18,450	\$0	\$13,000	-29.54%
REVENUE		\$0	\$0	\$0	\$0	
NET COST		\$16,999	\$18,450	\$0	\$13,000	-29.54%
FTE POSITIONS						
BUDGET HIGHLIGHTS:						



**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

PROGRAM:		COURT SERVICES			FUNCTION:	
MISSION:					<ul style="list-style-type: none"><li>• Youth services</li><li>• Probation services</li></ul>	
To manage, oversee and supervise legal adjudicated matters handed down by court order.						
PLANNED ACCOMPLISHMENTS AND OBJECTIVES:						
<ul style="list-style-type: none"><li>•</li><li>•</li></ul>						
EXPENDITURES:		FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL		\$0	\$0	\$0	\$0	
CONTRACTUAL		\$110	\$1,500	\$1,500	\$1,500	0.00%
OPERATIONS and MAINTENANCE		\$6,792	\$13,200	\$7,000	\$7,000	-46.97%
CAPITAL		\$0	\$0	\$0	\$0	
TOTAL		\$6,902	\$14,700	\$8,500	\$8,500	-42.18%
REVENUE		\$0	\$0	\$0	\$0	
NET COST		\$6,902	\$14,700	\$8,500	\$8,500	-42.18%
FTE POSITIONS						
BUDGET HIGHLIGHTS:						

**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b>	<b>VJCCCA</b>	<b>FUNCTION:</b>			
<b>MISSION:</b>	<ul style="list-style-type: none"> <li>Youth services</li> </ul>				
<p>To manage, oversee and supervise the Virginia Juvenile Corrections grant received by the city to assist in performing legal adjudicated orders handed down by court.</p>					
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>					
<ul style="list-style-type: none"> <li></li> <li></li> </ul>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$119,232	\$172,265	\$156,880	\$156,880	-8.93%
CONTRACTUAL	\$22,525	\$12,544	\$21,728	\$21,728	73.21%
OPERATIONS and MAINTENANCE	\$13,223	\$6,867	\$11,301	\$11,301	64.57%
CAPITAL	\$20,323	\$0	\$0	\$0	
TOTAL	\$175,304	\$191,676	\$189,909	\$189,909	-0.92%
REVENUE	\$108,890	\$146,996	\$146,996	\$146,996	0.00%
NET COST	\$66,414	\$44,680	\$42,913	\$42,913	-3.95%
FTE POSITIONS	3.00	4.00	4.00	4.00	0.00%
<b>BUDGET HIGHLIGHTS:</b>					
<p>This program is funded from the VJCCCA grant, along with a minimum local funding requirement. No changes to the program operation has been requested.</p>					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b> CRATER DETENTION CENTER						<b>FUNCTION:</b>	
<b>MISSION:</b>							
To provide services to juvenile aged citizens who have been ordered into custody by the court system.							
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>							
<ul style="list-style-type: none"> <li></li> <li></li> </ul>							
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>		
PERSONNEL	\$0	\$0	\$0	\$0			
CONTRACTUAL	\$463,360	\$375,000	\$375,000	\$375,000	0.00%		
OPERATIONS and MAINTENANCE	\$0	\$0	\$0	\$0			
CAPITAL	\$0	\$0	\$0	\$0			
TOTAL	\$463,360	\$375,000	\$375,000	\$375,000	0.00%		
REVENUE	\$0	\$0	\$0	\$0			
NET COST	\$463,360	\$375,000	\$375,000	\$375,000	0.00%		
FTE POSITIONS							
<b>BUDGET HIGHLIGHTS:</b>							

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b>	<b>RIVERSIDE REGIONAL JAIL AUTHORITY</b>			<b>FUNCTION:</b>	
<b>MISSION:</b>	<p>To provide jail services to citizens who have been arrested by police or ordered into custody by the court system.</p>				
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>					
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$1,505,740	\$2,100,000	\$2,600,804	\$2,100,000	0.00%
OPERATIONS and MAINTENANCE	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$1,505,740	\$2,100,000	\$2,600,804	\$2,100,000	0.00%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$1,505,740	\$2,100,000	\$2,600,804	\$2,100,000	0.00%
FTE POSITIONS					
<b>BUDGET HIGHLIGHTS:</b>					

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT: OFFICE of CITY MANAGER**

**DEPARTMENT MISSION:**

To implement City Council's policies; to oversee all departmental activities, enabling and supporting the departments as they work in the best interest of the community; to instill the City's vision statement among employees and to foster an outstanding level of service at a reasonable costs.

**MAJOR PROGRAM:**

- Strategic Operating Plan
- Citizen satisfaction
- City representation
- ICMA Performance Measurements

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- implement strategic team analysis and response system
- implement ICMA performance measurements for Virginia Consortium

**STRATEGIC FOCUS SUPPORTED:**

- Civic Engagement

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$189,316	\$316,304	\$375,257	\$375,257	18.64%
CONTRACTUAL	\$22,060	\$55,000	\$0	\$0	
OPERATIONS and MAINTENANCE	\$47,288	\$34,530	\$28,450	\$51,800	50.01%
CAPITAL	\$0	\$0	\$5,000	\$0	
TOTAL	\$258,664	\$405,834	\$408,707	\$427,057	5.23%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$258,664	\$405,834	\$408,707	\$427,057	5.23%
FTE POSITIONS	2.00	3.00	3.00	3.00	0.00%
PERFORMANCE MEASURES		FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
# of citizen complaints resolved		0	0	0	

**BUDGET HIGHLIGHTS:**

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

#### DEPARTMENT: HUMAN RESOURCES

#### DEPARTMENT MISSION:

To provide human resource assistance to attract, motivate, and retain an efficient workforce. The core functions of the department include the procurement, allocation, development, and sanction of human resources.

#### MAJOR PROGRAM:

- Employment recruitment
- Compensation analysis
- Training and development
- Grievance review

#### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

- Implementation of revised Personal Policy and Procedure Manual
- replacement of all human resource documents with electronic files

#### STRATEGIC FOCUS SUPPORTED:

- Safe & Healthy Environment
- 

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$152,154	\$162,079	\$174,359	\$174,359	7.58%
CONTRACTUAL	\$36,184	\$38,755	\$38,755	\$35,000	-9.69%
OPERATIONS and MAINTENANCE	\$16,732	\$37,225	\$73,099	\$73,099	96.37%
CAPITAL	\$0	\$500	\$500	\$500	0.00%
TOTAL	\$205,070	\$238,559	\$286,713	\$282,958	18.61%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$205,070	\$238,559	\$286,713	\$282,958	18.61%
FTE POSITIONS	4.00	3.00	3.00	3.00	0.00%
PERFORMANCE MEASURES	FY2006 ACTUAL FY2007 FORECAST FY2008 BUDGET				% CHANGE
# of job applications processed		0	0	0	
# of employee transactions completed		0	0	0	
BUDGET HIGHLIGHTS:					

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT:** TOURISM

**DEPARTMENT MISSION:**

To increase visitors and tourism revenues by promoting the City of Hopewell as a destination and assisting visitors and the tourism industry.

**MAJOR PROGRAM:**

- Tourism office
- Visitor center

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Increase group tour visitation to Hopewell
- Plan and coordinate Hopewell's 2007 Community Celebration

**STRATEGIC FOCUS SUPPORTED:**

- Economic Development

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
PERSONNEL	\$134,145	\$143,372	\$146,095	\$146,095	1.90%
CONTRACTUAL	\$38,463	\$15,400	\$31,000	\$31,000	101.30%
OPERATIONS and MAINTENANCE	\$256,759	\$155,082	\$216,550	\$216,550	39.64%
CAPITAL	\$2,235	\$2,500	\$0	\$0	
<b>TOTAL</b>	<b>\$431,602</b>	<b>\$316,354</b>	<b>\$393,645</b>	<b>\$393,645</b>	<b>24.43%</b>
REVENUE	\$477,319	\$407,284	\$502,937	\$602,937	48.04%
NET COST	(\$45,717)	(\$90,930)	(\$109,292)	(\$209,292)	130.17%
FTE POSITIONS	4.00	4.92	4.92	4.92	0.00%

**PERFORMANCE MEASURES**

# of visitors to visitor center

\$ lodging/restaurant sales and lodging/meals tax collections

**BUDGET HIGHLIGHTS:**

FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
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## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

#### DEPARTMENT: FINANCE

#### DEPARTMENT MISSION:

To ensure sound financial management by providing financial services for the City and ensuring compliance with legal, regulatory, and reporting requirements governing City finances

#### MAJOR PROGRAM:

- Accounting
- Information management systems
- Purchasing
- Real estate assessment

#### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

- Ensure fiscal integrity of financial resources
- Provide excellent customer service to internal and external customers

#### STRATEGIC FOCUS SUPPORTED:

- Economic Development
- Civic Engagement

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
<b>PERSONNEL</b>	\$880,538	\$1,006,941	\$1,030,468	\$1,030,468	2.34%
<b>CONTRACTUAL</b>	\$50,349	\$53,023	\$59,406	\$84,406	59.19%
<b>OPERATIONS and MAINTENANCE</b>	\$264,334	\$326,333	\$309,308	\$293,276	-10.13%
<b>CAPITAL</b>	\$2,817	\$2,169	\$2,050	\$2,050	-5.49%
<b>TOTAL</b>	\$1,198,038	\$1,388,466	\$1,401,232	\$1,410,200	1.57%
<b>REVENUE</b>	\$0	\$0	\$0	\$0	
<b>NET COST</b>	\$1,198,038	\$1,388,466	\$1,401,232	\$1,410,200	1.57%
<b>FTE POSITIONS</b>	13.90	13.90	13.90	13.90	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of Payroll/Accounts Payable checks processed		21,158	21,600	21,600	0.00%
Average cost per check processed		\$20.14	\$21.56	\$22.20	2.97%
<b>BUDGET HIGHLIGHTS:</b>					



**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> FINANCE			<b>PROGRAM NAME:</b> ACCOUNTING		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To insure that all financial reporting, Accounts Payable, Payroll and General Ledger are done in an accurate and timely manner.			<ul style="list-style-type: none"> <li>• Accounts payable</li> <li>• Payroll</li> <li>• Budget</li> <li>• General ledger</li> <li>• Financial reports</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• Implement the new program performance budget format</li> <li>• Process 65% of Accounts Payable invoices within 25/30 day window</li> </ul>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
TOTAL	\$428,412	\$465,648	\$479,549	\$507,049	8.89%
Revenue	\$0	\$0	\$0	\$0	
NET COST	\$428,412	\$465,648	\$479,549	\$507,049	8.89%
FTE POSITIONS	5.4	5.4	5.4	5.4	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
% Accounts Payable invoices paid within 25/30 day window		21,158	21,600	21,600	0.00%
# of consecutive years of GFOA award for CAFR (financial report)		\$20.14	\$21.56	\$22.20	2.97%
<b>BUDGET HIGHLIGHTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> FINANCE			<b>PROGRAM NAME:</b> Info Mgt Systems		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To provide responsive and reliable information services that enable City departments to operate effectively and efficiently			<ul style="list-style-type: none"> <li>• Computer services</li> <li>• Database mgt</li> <li>• E-mail</li> <li>• Web site</li> <li>• Help desk</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• Upgrade technology connections between City buildings</li> <li>• Obtain alternative technology for police mobile data communications</li> </ul>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$533,994	\$613,869	\$622,060	\$603,528	-1.68%
<b>Revenue</b>	\$0	\$0	\$0	\$0	
<b>NET COST</b>	\$533,994	\$613,869	\$622,060	\$603,528	-1.68%
<b>FTE POSITIONS</b>	4.5	4.5	4.5	4.5	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of help desk responses completed		2400.00%	2500.00%	2600.00%	4.00%
# of computer users supported per ims fte		338	350	362	3.43%
<b>BUDGET HIGHLIGHTS:</b>					
Successfully upgrade network from Windows NT to Windows 2000; Performed major application upgrades; Implemented new HRSM system (ABRA/SAGE);					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT: FINANCE</b>			<b>PROGRAM NAME: PURCHASING</b>		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To ensure the city acquires high quality products and services in accordance to applicable guidelines, laws and requirements			<ul style="list-style-type: none"> <li>• City procurement</li> <li>• Fixed asset management</li> <li>• Telecommunications management</li> <li>• Credit card management</li> <li>• Contract management</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• Provide procurement training program for all end users</li> <li>• Improve fixed asset management</li> </ul>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$63,311	\$66,565	\$68,817	\$68,817	3.38%
<b>Revenue</b>	\$0	\$0	\$0	\$0	
<b>NET COST</b>	\$63,311	\$66,565	\$68,817	\$68,817	3.38%
<b>FTE POSITIONS</b>	1	1	1	1	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
% of purchases by purchase card to total purchases		2.00%	2.50%		
# of contracts managed		26	28		
<b>BUDGET HIGHLIGHTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> FINANCE				<b>PROGRAM NAME:</b> REAL ESTATE	
<b>PROGRAM PURPOSE:</b>				<b>MAJOR SERVICES:</b>	
<p>To value all real estate accurately for tax purposes as prescribed by law and keep assessment records up to date</p>				<ul style="list-style-type: none"> <li>• Real estate assessment</li> <li>• Supplemental billing</li> <li>• Database management</li> </ul>	
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>				<b>STRATEGIC FOCUS SUPPORTED:</b>	
<ul style="list-style-type: none"> <li>• Maintain and update the GIS real estate database</li> <li>• Verify property characteristics and add digital photos to database</li> </ul>				<ul style="list-style-type: none"> <li>• Economic Development</li> </ul>	
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$172,321	\$242,384	\$229,006	\$230,806	-4.78%
<b>Revenue</b>	\$0	\$0	\$0	\$0	
<b>NET COST</b>	\$172,321	\$242,384	\$229,006	\$230,806	-4.78%
<b>FTE POSITIONS</b>	3	3	3	3	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
% of assessed value to sale price					
# of supplemental valuations for new construction completed					
<b>BUDGET HIGHLIGHTS:</b>					

## CITY OF HOPEWELL FISCAL 2007-2008 BUDGET

**PROGRAM:** HEALTH DEPARTMENT

**FUNCTION:**

**MISSION:**

To provide support for health care services to citizens.

### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

- 
- 

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$145,057	\$168,736	\$238,069	\$180,069	6.72%
OPERATIONS and MAINTENANCE	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$145,057	\$168,736	\$238,069	\$180,069	6.72%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$145,057	\$168,736	\$238,069	\$180,069	6.72%
FTE POSITIONS					

### BUDGET HIGHLIGHTS:

Health Dept. requested one full-time Health Educator position with 100% local funding. Request not funded.

**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b>	<b>OUTSIDE AGENCIES</b>			<b>FUNCTION:</b>	
<b>MISSION:</b>					
<p>To provide financial assistance to a wide array of both public and private agencies that deliver various services, assistance and benefit to citizens.</p>					
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>					
. .					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$885,070	\$969,602	\$1,148,771	\$996,295	2.75%
OPERATIONS and MAINTENANCE	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$885,070	\$969,602	\$1,148,771	\$996,295	2.75%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$885,070	\$969,602	\$1,148,771	\$996,295	2.75%
FTE POSITIONS					
<b>BUDGET HIGHLIGHTS:</b>					

**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b>	<b>NON_DEPARTMENTAL</b>			<b>FUNCTION:</b>	
<b>MISSION:</b>					
<p>Cost center code used to account for expenditures that cannot be assigned to a specific program or function.</p>					
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>					
<p>.</p> <p>.</p>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$445,670	\$615,614	\$515,628	\$523,353	-14.99%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPERATIONS and MAINTENANCE	\$45,491	\$32,699	\$30,849	\$30,849	-5.66%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$491,161	\$648,313	\$546,477	\$554,202	-14.52%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$491,161	\$648,313	\$546,477	\$554,202	-14.52%
FTE POSITIONS					
<b>BUDGET HIGHLIGHTS:</b>					

**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>PROGRAM:</b>	<b>TRANSFERS/CONTINGENCY</b>			<b>FUNCTION:</b>	
<b>MISSION:</b>	<p>General Fund revenues transferred to other operating and capital funds to pay for cost of operations.</p>				
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>					
<p>.</p> <p>.</p>					
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$0	\$0	
TRANSFERS	\$15,012,397	\$14,572,364	\$15,979,002	\$14,614,598	0.29%
OPERATIONS and MAINTENANCE	\$0	\$0	\$0	\$0	
CONTINGENCY	\$0	\$0	\$0	\$565,760	#DIV/0!
TOTAL	\$15,012,397	\$14,572,364	\$15,979,002	\$15,180,358	4.17%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$15,012,397	\$14,572,364	\$15,979,002	\$15,180,358	4.17%
FTE POSITIONS					
<b>BUDGET HIGHLIGHTS:</b>					



**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT: SOCIAL SERVICES</b>			<b>MAJOR PROGRAM:</b>		
<b>DEPARTMENT MISSION:</b>			<ul style="list-style-type: none"> <li>• Public Assistance</li> <li>• Vendor Services</li> <li>• Eligibility Administration</li> <li>• Services Administration</li> <li>• Employment Services</li> </ul>		
<p>To help people overcome poverty, abuse, and neglect and shape strong futures for themselves, their families, and their community.</p>					
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• Provide services to citizens in a professional manner according to policy prescribed target dates</li> <li>• Recruit and retain high quality employees</li> </ul>			<ul style="list-style-type: none"> <li>• Safe &amp; Healthy Environment</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$1,955,512	\$2,455,715	\$2,554,221	\$2,554,221	4.01%
CONTRACTUAL	\$72,961	\$104,675	\$89,809	\$89,809	-14.20%
OPERATIONS and MAINTENANCE	\$1,823,052	\$2,058,679	\$1,960,134	\$1,960,134	-4.79%
CAPITAL	\$28,415	\$12,787	\$3,650	\$3,650	-71.46%
TOTAL	\$3,879,940	\$4,631,856	\$4,607,814	\$4,607,814	-0.52%
REVENUE	\$3,387,815	\$4,034,679	\$3,987,560	\$3,987,560	-1.17%
NET COST	\$492,125	\$597,177	\$620,254	\$620,254	3.86%
FTE POSITIONS	49.00	49.25	49.25	49.25	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of total active cases served		8,336	7,300	7,500	2.74%
# client/provider training sessions		33	18	20	11.11%
<b>BUDGET HIGHLIGHTS:</b>					
<p>Personnel cost includes a mandated 3% Range Revision and a 2% Merit (employees' anniversary dates)</p> <p>Total local match only increased \$23,077</p>					

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

**DEPARTMENT: COMPREHENSIVE SERVICES ACT (CSA)**

**DEPARTMENT MISSION:**

**MAJOR PROGRAM:**

- Administration
- Direct Services

To recommend services and programs for at-risk children and their families that are child centered, family focus and community based through an interagency planning team

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Place clients in the least restrictive environment
- Maintain an effective utilization and case management process

**STRATEGIC FOCUS SUPPORTED:**

- Safe & Healthy Environment

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$83,457	\$88,235	\$90,620	\$90,620	2.70%
CONTRACTUAL	\$2,527,819	\$2,240,911	\$3,200,000	\$3,170,306	41.47%
OPERATIONS and MAINTENANCE	\$128,774	\$21,280	\$21,380	\$21,380	0.47%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$2,740,050	\$2,350,426	\$3,312,000	\$3,282,306	39.65%
REVENUE	\$1,880,772	\$1,648,426	\$2,352,206	\$2,352,206	42.69%
NET COST	\$859,278	\$702,000	\$959,794	\$930,100	32.49%
FTE POSITIONS	2.00	1.50	1.50	1.50	0.00%

**PERFORMANCE MEASURES**

Increase % of cases served in non-residential placements

FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
0	0	0	

Submit quarterly Utilization Review Reports

**BUDGET HIGHLIGHTS:**

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> COMPREHENSIVE SERVICES ACT (CSA)		<b>PROGRAM NAME:</b> Administration			
<b>PROGRAM PURPOSE:</b>		<b>MAJOR SERVICES:</b>			
<p>To ensure the quality, appropriateness, compliance and financial accountability of services by providing oversight and Utilization Review of all cases and managing purchase of services</p>		<ul style="list-style-type: none"> <li>Utilization review</li> <li>CSA reporting</li> <li>Track expenditures</li> <li>Develop community based programs</li> <li></li> </ul>			
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>		<b>STRATEGIC FOCUS SUPPORTED:</b>			
<ul style="list-style-type: none"> <li>Complete CSA Reports</li> <li>Meet with regional and state CSA coordinators to evaluated vendor effectiveness and efficiency</li> </ul>		<ul style="list-style-type: none"> <li>Safe &amp; Healthy Environment</li> </ul>			
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$105,120	\$115,863	\$112,000	\$112,000	-3.33%
<b>Revenue</b>	\$9,166	\$9,166	\$9,166	\$9,166	0.00%
<b>NET COST</b>	\$95,954	\$106,697	\$102,834	\$102,834	-3.62%
<b>FTE POSITIONS</b>	2.00	1.50	1.50	1.50	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
% CSA reports filed timely					
Meet 6 times a year with regional coordinators group					
<b>BUDGET HIGHLIGHTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>CITY OF HOPEWELL</b>						
<b>FISCAL 2007-2008 BUDGET</b>						
<b>DEPARTMENT:</b>		<b>COMPREHENSIVE SERVICES ACT (CSA)</b>			<b>PROGRAM NAME:</b>	Direct Services
<b>PROGRAM PURPOSE:</b>				<b>MAJOR SERVICES:</b>		
<p>To provide services to children and families as recommended by the Family Assessment and Planning Team and approved by the Community Policy and Management Team, including: foster care, foster care prevention, alternative placement for special education students and non -mandated prevention services such as Healthy Families.</p>				<ul style="list-style-type: none"> <li>Mandated services</li> <li>Non-mandated services</li> <li>Vendor Services</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>				<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>Ensure children are in the least restrictive environment</li> <li>Evaluate vendors for CSA compliance</li> </ul>				<ul style="list-style-type: none"> <li>Safe &amp; Healthy Environment</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>	
<b>TOTAL</b>	\$2,527,819	\$2,240,911	\$3,200,000	\$3,170,306	41.47%	
<b>Revenue</b>	\$1,871,606	\$1,639,260	\$2,343,040	\$2,343,040	42.93%	
<b>NET COST</b>	\$656,213	\$601,651	\$856,960	\$827,266	37.50%	
<b>FTE POSITIONS</b>						
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>	
# of cases served						
Make 12 on site vendor visits						
<b>BUDGET HIGHLIGHTS:</b>						

## CITY OF HOPEWELL

### FISCAL 2007-2008 BUDGET

#### DEPARTMENT: RECREATION and PARKS

#### DEPARTMENT MISSION:

To provide a comprehensive system of parks, recreational facilities, leisure programs and educational opportunities for the enjoyment of all city citizens while protecting environmental and cultural resources.

#### PLANNED ACCOMPLISHMENTS AND OBJECTIVES:

- Accomplish department goals and objectives
- Coordinate recreation & parks master plan as part of the city comprehensive plan update

#### MAJOR PROGRAM:

- Rec Center
- Aquatics
- Athletics
- Community
- Seniors
- Marina
- Parks
- Grants

#### STRATEGIC FOCUS SUPPORTED:

- Culture & Recreation
- Economic Development

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
<b>EXPENDITURES:</b>					
<b>PERSONNEL</b>	\$1,155,812	\$1,110,019	\$1,162,743	\$1,170,985	5.49%
<b>CONTRACTUAL</b>	\$31,557	\$34,051	\$91,085	\$39,085	14.78%
<b>OPERATIONS and MAINTENANCE</b>	\$409,361	\$431,142	\$489,383	\$470,403	9.11%
<b>CAPITAL</b>	\$73,003	\$19,388	\$73,475	\$12,000	-38.11%
<b>TOTAL</b>	\$1,669,733	\$1,594,600	\$1,816,686	\$1,692,473	6.14%
<b>REVENUE</b>	\$1,461,458	\$410,299	\$517,263	\$361,518	-11.89%
<b>NET COST</b>	\$208,275	\$1,184,301	\$1,299,423	\$1,330,955	12.38%
<b>FTE POSITIONS</b>	27.00	27.71	29.50	27.22	-1.77%

#### PERFORMANCE MEASURES

% of goals and objectives met for the department

% of citizens rating city parks as good/excellent

#### BUDGET HIGHLIGHTS:

General Fund dollars of \$1,299,423

#### FY2006 ACTUAL FY2007 FORECAST FY2008 BUDGET % CHANGE

0

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Rec Center		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To provide a multi-purpose recreational facility that provides a range of leisure activities for the community including: indoor pool, racquetball courts, multi-purpose room, kitchen, gymnasium, exercise room, senior area and programming space for classes and activities.			<ul style="list-style-type: none"> <li>Memberships</li> <li>Gym</li> <li>Racquetball courts</li> <li>Meeting rooms</li> <li>Programs and activities</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>Maintain the quality of the facility and services</li> <li>Promote use of recreation center</li> </ul>			<ul style="list-style-type: none"> <li>Culture &amp; Recreation</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$498,758	\$532,887	\$550,042	\$550,042	3.22%
<b>Revenue</b>	\$0	\$0	\$147,237	\$147,237	#DIV/0!
<b>NET COST</b>	\$498,758	\$532,887	\$402,805	\$402,805	-24.41%
<b>FTE POSITIONS</b>	9.90	10.21	10.21	10.21	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of participants using the center		0	44,500	0	
		0	0	0	
<b>BUDGET HIGHLIGHTS:</b>					
Substantial increases due to electricty, water, natural gas, fuel and contracted services for copies, trash pick-up and computer programs. We also will now have to pay for our publication of the Rec Regards as the paper will no longer do this for free.					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Aquatics		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To provide a safe and enjoyable aquatics experience for the community by operating an indoor pool and offering swim classes that increase water safety. To enhance aquatics offerings with first aid courses as we develop, promote, advertise and evaluate programs.			<ul style="list-style-type: none"> <li>• Life guarding</li> <li>• Swim team/Special Olympics</li> <li>• Water aerobics/Therapy</li> <li>• Day care programs/special events</li> <li>• Swim classes child and adult</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• To increase participation in programs and classes</li> <li>• To promote aquatic safety</li> </ul>			<ul style="list-style-type: none"> <li>• Culture &amp; Recreation</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$208,440	\$206,940	\$225,485	\$219,944	6.28%
<b>Revenue</b>	\$0	\$0	\$49,000	\$49,000	#DIV/0!
<b>NET COST</b>	\$208,440	\$206,940	\$176,485	\$170,944	-17.39%
<b>FTE POSITIONS</b>	4.00	4.55	4.55	4.55	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of participants in classes/program (not including daily users)		0	25,000	0	
Actual fees collected from classes		\$0	\$49,000	\$0	
<b>BUDGET HIGHLIGHTS:</b>					
Replacement of old filtration system for the pool.					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Community		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To provide leisure activities, classes, special programs and events throughout the calendar year for people of all ages.			<ul style="list-style-type: none"> <li>• Recreational classes</li> <li>• Youth summer programs</li> <li>• Annual events and programs</li> <li>• Holiday events, grants</li> <li>• Program grants</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• To increase participation in programs and classes</li> <li>• Expand Rainbow Summer Program and August Youth Month</li> </ul>			<ul style="list-style-type: none"> <li>• Culture &amp; Recreation</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$110,272	\$92,013	\$127,991	\$147,853	60.69%
<b>Revenue</b>	\$0	\$0	\$38,929	\$0	
<b>NET COST</b>	\$110,272	\$92,013	\$89,062	\$147,853	60.69%
<b>FTE POSITIONS</b>	1.00	1.00	1.50	1.00	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of class participants		0	250	0	
# of programs and events offered		0	55	0	
<b>BUDGET HIGHLIGHTS:</b>					
Adding a Community Program Leader part time to the division. Purchase of new Christmas Tree and continuing the addition of fireworks with the boat parade.					



**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Seniors		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To provide high quality and diverse programs, activities, trips and events for the benefit of all seniors in Hopewell and the surrounding area.			<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Special events</li> <li>• Grants</li> <li>• Respite care group</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• Establish partnership with local medical professionals to produce a televised health forum</li> <li>• Provide cultural arts events</li> </ul>			<ul style="list-style-type: none"> <li>• Culture &amp; Recreation</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$107,960	\$132,940	\$141,924	\$137,320	3.29%
<b>Revenue</b>	\$0	\$0	\$36,922	\$36,922	#DIV/0!
<b>NET COST</b>	\$107,960	\$132,940	\$105,002	\$100,398	-24.48%
<b>FTE POSITIONS</b>	4.70	4.46	4.70	3.97	-10.99%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of participants		0	15,500	0	
# of programs & events offered		0	59	0	
<b>BUDGET HIGHLIGHTS:</b>					
Increase in budget is to re-grade of Respite Leader, fuel cost, an increase in contracted services such as uniform rental.					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Athletics		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To provide youth and adult sport programs, athletic clinics and athletic tournaments for the citizens of Hopewell.			<ul style="list-style-type: none"> <li>Youth &amp; adult programs</li> <li>Athletic clinics</li> <li>Adult &amp; youth tournaments</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>Offer youth &amp; adult sports programs that respond to community needs</li> <li>Offer organized youth &amp; adult team/league activities</li> </ul>			<ul style="list-style-type: none"> <li>Culture &amp; Recreation</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$109,643	\$126,683	\$180,597	\$169,122	33.50%
<b>Revenue</b>	\$0	\$0	\$120,675	\$120,675	#DIV/0!
<b>NET COST</b>	\$109,643	\$126,683	\$59,922	\$48,447	-61.76%
<b>FTE POSITIONS</b>	1.00	1.49	1.75	1.00	-32.89%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of teams in youth & adult programs		119	127	0	
# of participants in clinics		420	480	0	
<b>BUDGET HIGHLIGHTS:</b>					
Youth team fees = \$90675. This is if we keep the fee at \$45 per participant. And concession revenue of \$30,000 if we actually run it. Fees for officials have gone up so you will see an increase there. Also cost for athletic equipment has gone up as well.					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Parks		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To develop and maintain a system of parks and recreational sites for the community's enjoyment that are safe and attractive.			<ul style="list-style-type: none"> <li>• Picnic shelters</li> <li>• Ball field maintenance</li> <li>• Grounds maintenance</li> <li>• Facility maintenance</li> <li>• Project management</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• UPDATE AND RENOVATE PARK SITES.</li> <li>• ATWATER SOCCER COMPLEX BUILDING OPENED.</li> </ul>			<ul style="list-style-type: none"> <li>• Culture &amp; Recreation</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$463,132	\$442,892	\$510,903	\$468,192	5.71%
<b>Revenue</b>	\$58,195	\$15,110	\$16,000	\$16,000	5.89%
<b>NET COST</b>	\$404,937	\$427,782	\$494,903	\$452,192	5.71%
FTE POSITIONS	6.00	6.00	6.00	6.00	0.00%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of visitors to our rented picnic shelters.		14,486	15,000	0	
Cost per park acre maintained - 161 acres.		2657	2962	0	
<b>BUDGET HIGHLIGHTS:</b>					
\$38,053 in '05-'06 Revenue was from Cabin Creek reimbursement from the state. Number of visitors to our Rented picnic shelters. 161 acres park property. We request that the capital items remain as we have had to cut them for the past years. General cost have increased due to gas, fuel, the addition of the concession facility at soccer complex.					

**CITY OF HOPEWELL  
FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT:</b> RECREATION and PARKS			<b>PROGRAM NAME:</b> Marina		
<b>PROGRAM PURPOSE:</b>			<b>MAJOR SERVICES:</b>		
To enhance enjoyment of the City's waterfront by managing the marina site and providing a boat ramp for public access and facilities for boat repair.			<ul style="list-style-type: none"> <li>Boat ramp</li> <li>Slips</li> <li>Cat Quest</li> </ul>		
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>Develop a riverfront master plan</li> <li>Return the marina to operating status</li> </ul>			<ul style="list-style-type: none"> <li>Culture &amp; Recreation</li> <li>Economic Development</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
<b>TOTAL</b>	\$39,280	\$74,020	\$108,500	\$108,500	46.58%
<b>Revenue</b>	\$39,830	\$90,598	\$108,500	\$108,500	19.76%
<b>NET COST</b>	(\$550)	(\$16,578)	\$0	\$0	
<b>FTE POSITIONS</b>	0.70	0.70	0.70	0.00	
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
\$ of ramp fees collected		\$ 36,819	\$ 35,000	\$ 48,000	37.14%
<b>BUDGET HIGHLIGHTS:</b>					
Flat fee of \$6 at the ramp. Removing roofs off of covered slip so going with a rate of \$135 per slip with water and electricity with a flat fee again..no more resident and non-resident. Also not repairing G and K dock areas. Preparing site for future development. Monies for Cat Quest to come out of marina.					

**CITY OF HOPEWELL**  
**FISCAL 2007-2008 BUDGET**

<b>DEPARTMENT: SEWER SERVICES</b>			<b>MAJOR PROGRAM:</b>		
<b>DEPARTMENT MISSION:</b>			<ul style="list-style-type: none"> <li>• Sewer repairs/construction</li> <li>• Sewer line cleaning</li> <li>• Sewer line inspection</li> <li>• Rodent baiting</li> </ul>		
<p>To ensure the safe and reliable operation of the City's sanitary sewer infrastructure system by conducting regular maintenance, repairs/replacement, inspection, testing and evaluation</p>					
<b>PLANNED ACCOMPLISHMENTS AND OBJECTIVES:</b>			<b>STRATEGIC FOCUS SUPPORTED:</b>		
<ul style="list-style-type: none"> <li>• Continue efforts to identify and correct ground/surface water infiltration</li> <li>• Increase cleaning operations as a proactive measure to prevent stoppages and reduce service calls</li> </ul>			<ul style="list-style-type: none"> <li>• Safe &amp; Healthy Environment</li> </ul>		
<b>EXPENDITURES:</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 BUDGET</b>	<b>FY 2008 DEPT REQUEST</b>	<b>FY 2008 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$294,659	\$348,249	\$405,899	\$371,897	6.79%
CONTRACTUAL/DEBT SERVICE	\$1,363,388	\$1,553,958	\$1,856,154	\$1,853,154	19.25%
OPERATIONS and MAINTENANCE	\$583,499	\$710,623	\$676,650	\$676,650	-4.78%
CAPITAL	\$500,655	\$2,491,433	\$3,530,000	\$3,530,000	41.69%
TOTAL	\$2,742,201	\$5,104,263	\$6,468,703	\$6,431,701	26.01%
REVENUE	\$4,455,889	\$4,872,278	\$4,827,609	\$4,827,609	-0.92%
NET COST	(\$1,713,688)	\$231,985	\$1,641,094	\$1,604,092	591.46%
FTE POSITIONS	6.50	6.50	6.00	6.00	-7.69%
<b>PERFORMANCE MEASURES</b>		<b>FY2006 ACTUAL</b>	<b>FY2007 FORECAST</b>	<b>FY2008 BUDGET</b>	<b>% CHANGE</b>
# of linear feet of sewer lines cleaned		0	0	0	
# of sewer service calls processed		0	0	0	
<b>BUDGET HIGHLIGHTS:</b>					

# CITY OF HOPEWELL

## FISCAL 2007-2008 BUDGET

**DEPARTMENT: HOPEWELL REGIONAL WASTEWATER TREATMENT FACILITY**

**DEPARTMENT MISSION:**

To enhance the health and welfare of the residential and industrial community in response to changing environmental needs by providing efficient, cost effective wastewater treatment in accordance with high professional and ethical standards

**MAJOR PROGRAM:**

- Wastewater treatment
- Facility operation & management
- Environmental & compliance
- Monitoring services

**PLANNED ACCOMPLISHMENTS AND OBJECTIVES:**

- Maintain a safe working environment
- Maintain consistent compliant operation with regulatory permits

**STRATEGIC FOCUS SUPPORTED:**

- Safe & Healthy Environment

EXPENDITURES:	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2008 DEPT REQUEST	FY 2008 CM BUDGET	% CHANGE
PERSONNEL	\$3,392,586	\$3,495,248	\$3,635,420	\$3,635,420	4.01%
CONTRACTUAL/DEBT SERVICE	\$1,850,876	\$628,500	\$1,795,765	\$1,795,765	185.72%
OPERATIONS and MAINTENANCE	\$3,822,273	\$3,750,300	\$4,573,650	\$4,573,650	21.95%
CAPITAL	\$2,915,332	\$4,089,927	\$2,350,000	\$2,350,000	-42.54%
TOTAL	\$11,981,067	\$11,963,975	\$12,354,835	\$12,354,835	3.27%
REVENUE	\$9,105,734	\$12,096,375	\$12,354,835	\$12,354,835	2.14%
NET COST	\$2,875,333	(\$132,400)	\$0	\$0	
FTE POSITIONS	51.00	52.00	58.50	58.50	12.50%

PERFORMANCE MEASURES	FY2006 ACTUAL	FY2007 FORECAST	FY2008 BUDGET	% CHANGE
# of accidents per 1,000 work hours	0	0	0	
# of permit compliance violations	0	0	0	

**BUDGET HIGHLIGHTS:**


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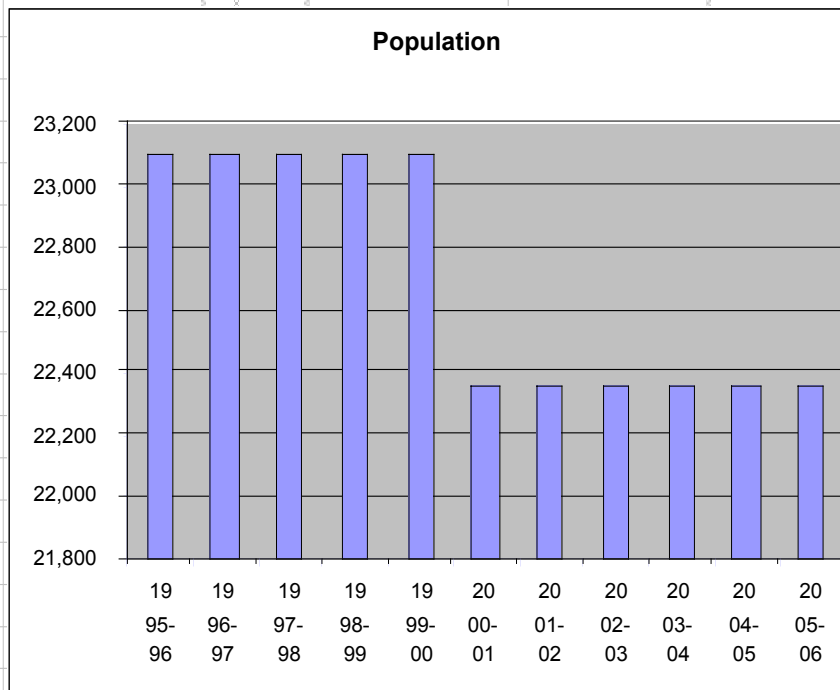
## **STATISTICAL DATA**



### City of Hopewell, Virginia

Year	Population(1)
1995-96	23,101
1996-97	23,101
1997-98	23,101
1998-99	23,101
1999-00	23,101
2000-01	22,354
2001-02	22,354
2002-03	22,354
2003-04	22,354
2004-05	22,354
2005-06	22,354

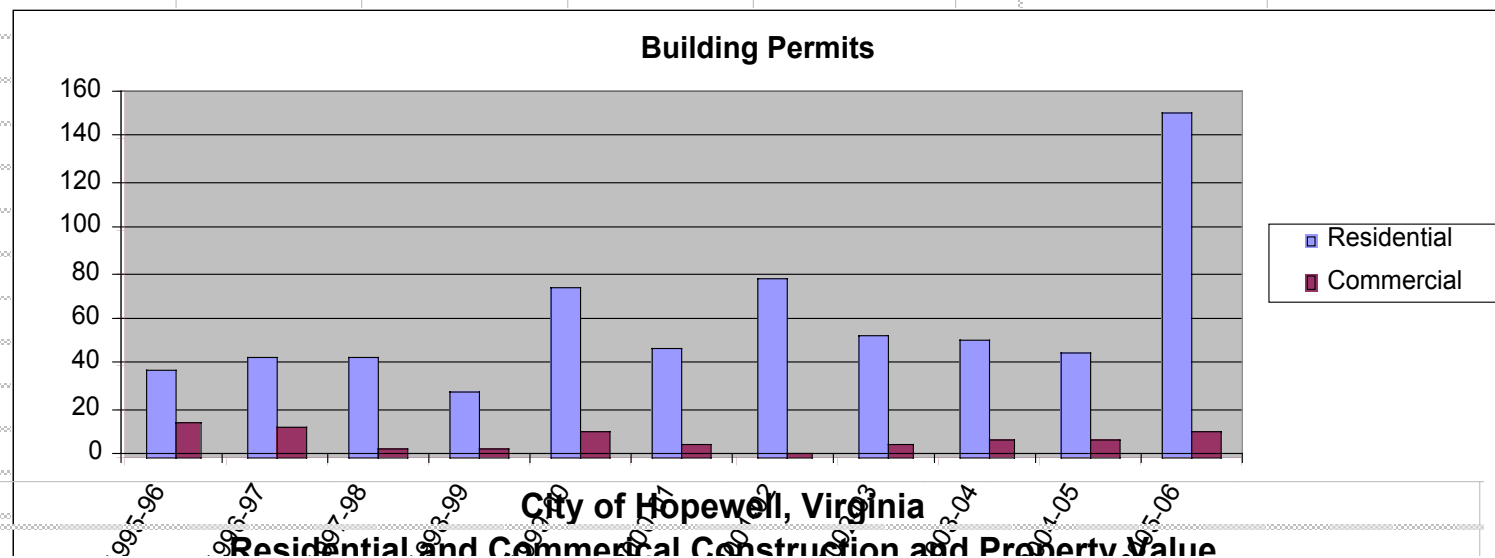
(1) Source: United States Bureau of Census



City of Hopewell, Virginia						
Residential and Commerical Construction and Property Value						
Fiscal	Commerical		Residental (1)		Property Value(2)	
Year	Number	Value	Number	Value	Commercial	Residential
1995-96	14	\$918,250	37	\$1,796,593	231,853,600	455,301,300
1996-97	13	1,255,490	43	1,990,000	246,923,800	491,031,300
1997-98	4	627,000	43	2,168,000	247,020,400	496,340,200
1998-99	4	697,000	29	1,563,830	254,428,600	521,978,300
1999-00	11	6,330,750	75	3,332,371	257,774,100	529,757,800
2000-01	5	1,681,275	47	2,897,500	264,431,400	563,327,900
2001-02	1	39,979	78	3,657,000	228,655,500	571,494,500
2002-03	5	1,761,000	53	3,167,129	226,890,200	618,676,400
2003-04	7	663,000	51	3,055,110	227,343,600	620,827,200
2004-05	7	5,005,000	46	2,894,500	250,365,200	676,236,900
2005-06	11	8,159,000	150	6,786,327	290,480,700	835,015,600

(1) Source - Commercial and Residential Construction-City Department of Inspections.

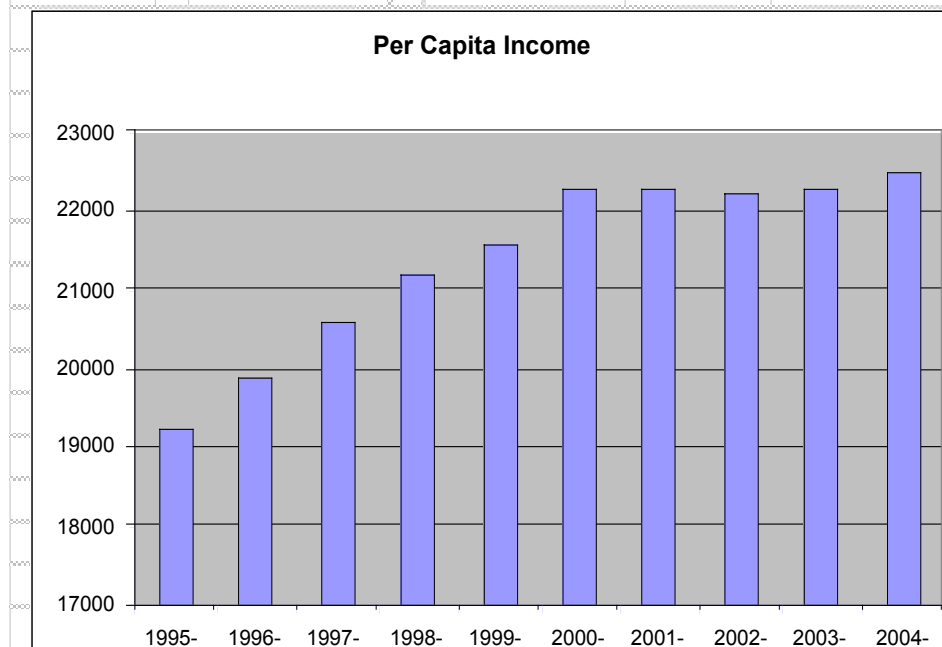
(2) Source - Property Values from City Land Book.



City of Hopewell, Virginia				
Principle Taxpayers (1)				
Calendar Year Ended December 21, 2006				
<u>Company</u>	<u>Industry</u>		<u>Amount</u>	<u>% of Total</u>
Hopewell Cogentric Limited Partnership	Electric Power Producer		\$126,056,009	8.1%
Allied Signal Corporation	Manufacturing		106,491,698	6.9%
Appomattox Cogeneration	Electric Power Producer		57,783,981	3.7%
James River Cogeneration Company	Electric Power Producer		44,712,820	2.9%
Dominion Virginia Power	Utility		44,279,948	2.8%
Aqualon Company	Manufacturing		38,149,182	2.5%
Stone Container Inc.	Manufacturing		36,694,136	2.4%
Columbia HCA/John Randolph Hospital	Medical		33,802,037	2.2%
Virginia American Water Company	Water Services		19,122,787	1.2%
Verizon Virginia Inc.	Telephone		<u>9,991,838</u>	<u>0.6%</u>
			<u>\$517,084,436</u>	<u>33.3%</u>
Source: City Assessor and Commissioner of Revenue				
Note: (1) Includes real estate, machinery and tools, industrial energy conversion, public services, and tangible personal property value for :				
			<u>\$1,554,472,481</u>	

City of Hopewell, Virginia	
Year	Per Capita Income(1)
1995-96	19245
1996-97	19912
1997-98	20623
1998-99	21174
1999-00	21555
2000-01	22277
2001-02	22300
2002-03	22200
2003-04	22300
2004-05	22500

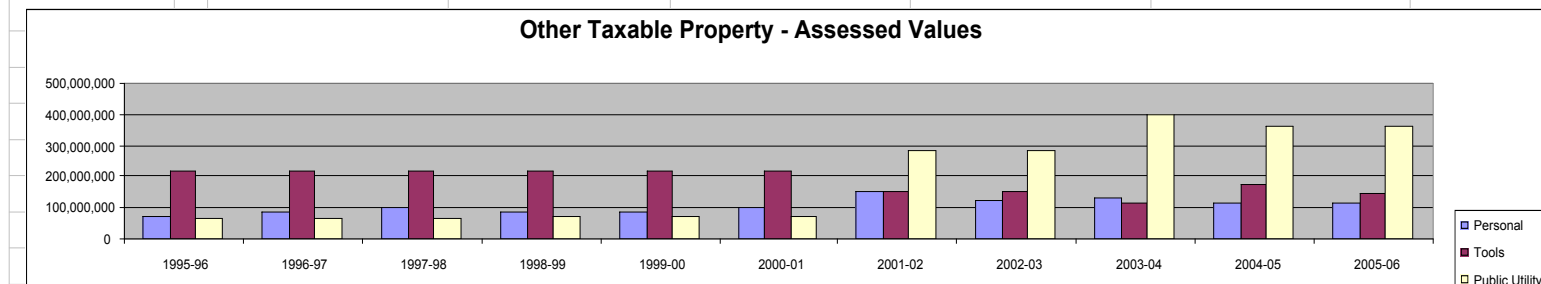
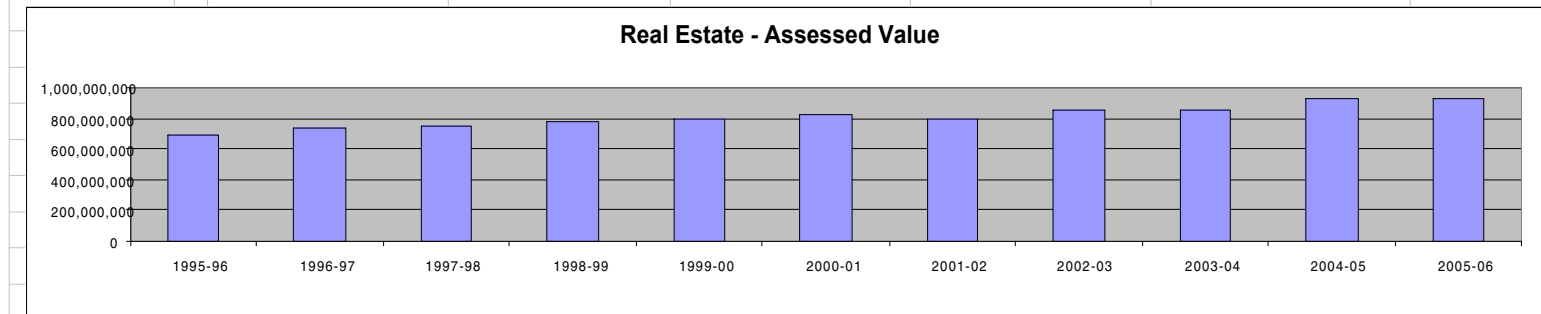
(1) Source: Weldon Cooper Center for Public Service



Assessed Value of Taxable Property					
Fiscal Year	Real Estate(1)	Personal Property	Machinery & Tools	Public Utility	Total
1995-96	687,154,874	72,059,934	217,400,209	68,010,347	1,044,625,364
1996-97	737,955,100	85,510,000	217,400,209	68,010,347	1,108,875,656
1997-98	743,360,600	99,737,141	216,331,467	68,340,393	1,127,769,601
1998-99	776,843,500	87,467,357	218,109,930	69,926,531	1,152,347,318
1999-00	787,968,509	90,113,213	220,104,443	70,223,039	1,168,409,204
2000-01	827,759,300	104,606,800	214,696,435	71,544,125	1,218,606,660
2001-02	800,586,607	154,138,951	154,216,964	285,028,909	1,393,971,431
2002-03	845,832,200	124,590,160	155,115,512	285,714,285	1,411,252,157
2003-04	849,244,667	126,941,705	117,124,590	399,712,852	1,493,023,814
2004-05	926,602,083	118,025,410	176,400,688	361,479,667	1,582,507,848
2005-06	929,194,800	117,351,944	142,128,758	365,796,979	1,554,472,481

(1) Real estate is assessed at 100% of appraisal value.

(2) Public Utility Assessed values are established by the State Corporation Commission. Includes both real estate and personal property.



City of Hopewell, Virginia								
Property Tax Rates (1)								
			Machinery	Public Utility				
Fiscal	Real	Personal	and	Real	Personal			
Year	Estate(3)	Property(2)	Tools	Estate	Property			
1995-96	1.19	3.05	3.03	1.19	3.05			
1996-97	1.14	3.05	3.03	1.14	3.05			
1997-98	1.14	3.05	3.03	1.14	3.05			
1998-99	1.14	3.05	3.03	1.14	3.05			
1999-00	1.14	3.05	3.03	1.14	3.05			
2000-01	1.12	3.05	3.03	1.12	3.05			
2001-02	1.12	3.05	3.03	1.12	3.05			
2002-03	1.20	3.05	3.05	1.20	3.05			
2003-04	1.20	3.05	3.05	1.20	3.05			
2004-05	1.20	3.05	3.05	1.20	3.05			
2005-06	1.20	3.05	3.05	1.20	3.05			
2006-07	1.20	3.05	3.05	1.20	3.05			
(1) Per \$100 of assessed value.								
(2) Personal property taxes are applied to the National Automobile Dealers Association								
(NADA) loan value.								

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## **GLOSSARY OF BUDGET TERMINOLOGY**

**for the CITY of HOPEWELL**



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**ACTION PLAN:** Short-term and long-term goals for each program designed to improve efficiency and effectiveness in service delivery to the taxpayer.

**AD VALOREM TAXES:** A tax based on value (i.e., a property tax).

**APPROPRIATION:** A legal authorization granted by the legislative body to make expenditures and incur obligations for specific purposes; this authorization is limited to the length of the fiscal year, except for capital projects which are limited to the completion of the project.

**ASSESSED VALUATION:** A valuation set upon real estate and certain other taxable items of personal property (i.e., vehicles, equipment and machinery and tools used for business purposes) by the City as the basis for levying property taxes.

**AUDIT:** An independent evaluation of the accuracy of the City's financial statements, financial practices, and internal controls designed to ensure compliance with generally accepted accounting principles. Audits are conducted annually in accordance with GAAP and Virginia state code.

**BASE BUDGET:** The funding needed to provide exactly the same level of services as provided in the preceding year.

**BOND:** A written obligation issued by the City as a method of borrowing large amounts of monies for capital needs; bonds are issued for fixed terms and can have either fixed or variable interest rates.

**BONDED DEBT:** That portion of indebtedness represented by outstanding bonds and literary loans due to the State.

**CAPITAL OUTLAY:** Expenditure resulting in a replacement for or an addition to the City's general fixed assets; for fixed asset control and budget purposes, any expenditure with a dollar cost of \$1,000 or more.

**CAPITAL PROJECT:** A project financed in whole or in part by the proceeds of bonds, or in "cash" and/or a project involving the construction or acquisition of a capital asset. Capital projects are ordinarily funded using appropriations from the Capital Projects Fund which are designed to last through the duration of the project.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** A report which sets out the financial position of the City and outlines the financial effect of the previous year's operations in conformity with GAAP.

**CONTINGENCY:** Funds set aside in the operating budget to handle unanticipated expenditures over the course of the fiscal year; transfers from this account require the specific authorization of the City Council.

**COST OF LIVING ADJUSTMENT:** A fixed adjustment to each range/step of the classification and pay plan for the City; usually tied to an increase in the cost of living. The amount could either be a percentage amount of a fixed dollar amount; usually a percentage amount is used.

**DEBT LIMIT:** The maximum amount of outstanding debt permitted by law.

**DEBT SERVICE:** Funds required for principle and interest payments on outstanding debt.

**DECISION PACKAGES:** Proposals by departments for programs or projects which were not part of the prior year's budget. Funding is subject to review by the City Manager and the City Council.

**EXPENDITURE:** Depletion of financial resources to pay the City's personnel services, Professional services, operating and maintenance, capital outlay, or debt service.

**FINANCIAL PLAN:** The document describing the City short and long-term goals, programs and departments, budget assumptions and estimates for both revenues and expenditures used for the budget development.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operation. The city's fiscal year is July 1 - June 30.

**FIXED ASSETS:** Long-lived tangible assets obtained or controlled as a result of past transactions, including land, buildings, improvements other than buildings and equipment with an acquisition cost of \$1,000 or greater.

**FULL-TIME EMPLOYEE:** A city employee who works a minimum of 37 1/2 hours per week on a continuing basis and is eligible to participate in the City's fringe benefits package.

**FUND:** A set of financial accounts whose resources are equal to its liabilities plus equity.

**FUND BALANCE:** The difference between fund assets and fund liabilities of governmental and similar trust funds.

**FUND BALANCE UNDESIGNATED UN-APPROPRIATED:** That portion of the fund balance that is not legally segregated for a specific future use; available for appropriation at any time by the legislative body.

**LEVY:** (1) Verb: To impose taxes, special assessments or service charges for the support of government activities. (2) Noun: The total amount of taxes, special assessments or service charges imposed by the government.

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**OPERATING BUDGET:** Plans of current expenditures and the proposed means of financing them; the annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the City are controlled.

**PART-TIME EMPLOYEE:** A city employee who works less than a minimum of 37 1/2 hours per week and is not eligible to participate in the City's fringe benefits package.

**PERFORMANCE MEASURES:** Descriptions of a program's effectiveness or efficiency.

**PROGRAM:** A specific activity of a department/function which is separately budgeted and monitored.

**RETAINED EARNINGS:** An equity account showing the accumulated earnings of the Enterprise Fund.

**TAX RATE:** The amount of tax stated in terms of a unit of the tax base (i.e., \$1.12 per 100 dollars of assessed valuation of taxable real estate property).

**TRANSFER:** The movement of cash or other resources between funds.

**USER FEE:** Charges to those who voluntarily receive governmental services or use governmental facilities. These charges may or may not be designed to recover the full cost associated with providing the service.

**WORKLOAD INDICATORS:** Descriptions of the type and quantity of work assignments handled by a department/program.

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## BUDGET RESOLUTION

BUDGET RESOLUTION  
FISCAL YEAR 2007-08

WHEREAS, at the meeting of the City Council of the City of Hopewell held on March 27, 2007 a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2007, and ending June 30, 2008, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$77,326,373 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the City for local taxes of \$24,070,113 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

WHEREAS, an annual statement of revenues, borrowing, disbursements, assets, liabilities, and surplus of the City, and an itemized and complete balance sheet for the City as of June 30, 2006 has been introduced to the City Council of the City of Hopewell as required by law;

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell:

Sec. 1     The following designated funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$24,770,113
Other Local Taxes .....	6,952,827
Licenses, Permits, Fees .....	119,650

Fines & Forfeitures .....	110,800
Other Local Revenues.....	262,500
From Other Agencies	
State Sources .....	6,236,314
Federal Sources .....	140,000
Transfers & Fund Balance	
Transfer from Capital Projects-071 .....	393,645
Transfer from Solid Waste-030 .....	497,000
Transfer from Sewer Services-031 .....	326,000
Use of fund Balance.....	<u>557,914</u>
Total Revenues .....	\$40,268,763

Appropriations:

Legislative:.....	
City Council .....	140,789
City Clerk.....	81,818
City Attorney.....	220,553
Constitutional/Courts:.....	
Clerk of Circuit Court.....	321,719
Commonwealth Attorney .....	448,507
Commissioner of Revenue .....	350,940
City Treasurer.....	346,044
Electoral Board/Registrar.....	157,815
City Sheriff.....	588,173
Circuit Court.....	49,480
General District Court.....	13,000
Court Services .....	8,500
VJCCCA Grant.....	189,909

Crater Detention Center .....	375,000
Riverside Regional Jail .....	2,100,000
Administration:.....	
City Manager.....	427,057
Info/Research .....	101,649
Human Resources .....	282,958
Safety/DES.....	122,768
Tourism.....	393,645
Finance.....	1,410,200
Development .....	625,056
Police .....	6,209,619
Fire.....	3,620,182
Public Works.....	4,772,458
Health.....	180,069
Outside Agencies.....	996,295
Non-Departmental .....	554,202
Operating Transfers .....	14,614,598
Contingency .....	<u>455,760</u>
Total General Fund .....	\$40,268,763

Social Services Fund-012:

Estimated Revenues:

From State Sources .....	\$1,248,629
From Federal Sources .....	2,738,931
Transfer from General Fund-011 .....	<u>620,254</u>
Total Revenues .....	\$4,607,814

Appropriations:

Public Assistance.....	455,503
	1,456,692

Purchased Services .....	
Program Improvement .....	25,120
Eligibility .....	1,373,450
Services .....	769,271
Cooling Assistance .....	10,133
Pass-Thru Program .....	85,368
Fuel Assistance .....	14,442
View Program .....	263,042
Foster Home .....	13,537
Day Care .....	86,496
Quality Day Care .....	7,401
Fraud Investigation .....	<u>47,359</u>
Total Social Services Fund .....	\$4,607,814

Community Services Act Fund-015:

Estimated Revenues:

Client Fees .....	0
From State Sources .....	\$2,352,206
Transfer from General Fund-011 .....	<u>930,100</u>
Total Revenues .....	\$3,282,306

Appropriations:

Administration .....	112,000
Direct Services .....	<u>3,170,306</u>
Total Community Services Act Fund .....	\$3,282,306

Recreation Fund-035:

Estimated Revenues:



Fees & Charges .....	\$361,518
Transfer from General Fund-011 .....	1,313,955
Promotions .....	10,000
Use of Surplus .....	<u>7,000</u>
Total Revenues .....	\$1,692,473
Appropriations:	
Recreation Center Div .....	550,042
Community Div .....	103,516
Athletics Div .....	169,122
Seniors Div .....	137,320
Pool Div .....	219,944
Parks Div .....	468,192
Grants .....	<u>44,337</u>
Total Recreation Fund .....	\$1,692,473

Harbor Fund-038:

Estimated Revenues:

Slip Rentals .....	\$60,000
Ramp Fees .....	48,000
Vending Commissions .....	500
Use of Surplus .....	<u>0</u>
Total Revenues .....	\$108,500

Appropriations:

Marina Operation .....	74,053
Contingency .....	<u>34,447</u>
Total Harbor Fund .....	\$108,500

Community Development Block Grant Fund-052:

Estimated Revenues:	
From Federal Sources .....	\$0
Appropriations:	
Grants Administration .....	0
August Youth Month Program .....	0
Cares Homeless Shelter .....	0
Healthy Families.....	0
Salvation Army.....	0
Rainbow Summer Program .....	0
Spot Blight-HHRA .....	0
Community Center Roof.....	0
Contingency .....	<u>0</u>
Total Community Development Block Grant Fund .....	\$0
<u>Anti-Litter Fund-053:</u>	
Estimated Revenues:	
From State Sources .....	\$6,000
Appropriations:	
Operating Expenses .....	\$6,000
<u>Self Insurance Fund-076:</u>	
Estimated Revenues:	
Interest Income .....	150,000
Misc Income .....	0
Transfer from Social Services Fund-012 .....	12,935
Transfer from HRWTF Fund-032 .....	58,246
Transfer from Other Funds- .....	23,749
Use of Surplus .....	<u>126,020</u>
	\$370,950

Total Revenues .....

Appropriations:

Property/Liability Insurance Premiums .....	258,950
Insurance Claims/Deductibles .....	12,000
Transfer to Capital Projects Fund-071 .....	<u>100,000</u>
Total Self Insurance Fund .....	\$370,950

Cemetery Fund-003:

Estimated Revenues:

Interest Income .....	46,200
Grave Site Sales .....	<u>34,750</u>
Total Revenues .....	\$80,950

Appropriations:

Repairs .....	1,000
Grass Cutting .....	23,000
Miscellaneous .....	3,000
Transfer to Surplus .....	<u>53,950</u>
Total Cemetery Fund .....	\$80,950

School Operating Fund-014:

Estimated Revenues:

Beginning Fund Balance .....	\$0
From State Sources .....	24,496,714
From Federal Sources .....	4,538,738
Other Revenues .....	458,908
Transfer from General Fund-011 .....	10,609,744
Transfer from School Bldg/Bus Replacement Fund-	10,491,250
	470,797

063 .....	
Transfer from Capital Projects Fund-071 .....	<u>1,360,519</u>
Total Revenues .....	\$41,816,926

Appropriations:

Non-Categorical .....	39,889,511
Debt Service .....	1,927,415
Transfer to Text Book Fund-056 .....	97,139
Transfer to Bldg/Bus Replacement Fund-063 .....	<u>374,890</u>
Total School Operating Fund .....	\$41,816,926

School Textbook Fund-056:

Estimated Revenues:

From State Sources .....	\$291,982
Interest Income .....	8,000
Transfer from Operating Fund-014 .....	97,139
Beginning Balance .....	<u>552,879</u>
Total Revenues .....	\$950,000

Appropriations:

Text Book Purchases .....	950,000
Fund Balance .....	<u>0</u>
Total School Textbook Fund .....	\$950,000

School Cafeteria Fund-057:

Estimated Revenues:

From State Sources .....	\$30,195
From Federal Sources .....	918,000

School Food Fees .....	567,000
Interest Income .....	3,000
Beginning Balance.....	<u>522,545</u>
Total Revenues .....	\$2,040,740

Appropriations:

Operating Expenses .....	2,040,740
End Balance .....	<u>0</u>
Total School Cafeteria Fund .....	\$2,040,740

School Bldg/Bus Replacement Fund-063:

Estimated Revenues:

From State Sources .....	\$159,382
Transfer from School Operating Fund-014.....	374,890
Beginning Balance.....	<u>242,731</u>
Total Revenues .....	\$784,495

Appropriations:

Transfer to Operating Fund-014 for Debt Service .....	470,797
Capital Outlay- .....	313,698
Transfer to Surplus .....	<u>0</u>
Total School Bldg/Bus Replacement Fund .....	\$784,495

Solid Waste Fund-030:

Estimated Revenues:

Fees & Charges .....	\$1,620,852
Convenience Center Fees.....	20,000
Use of Surplus .....	<u>425,813</u>
Total Revenues .....	\$2,066,665

Appropriations:

Curb-Side Pickup.....	1,420,520
Convenience Center.....	149,145
Transfer to General Fund-011 .....	<u>497,000</u>
Total Solid Waste Fund .....	\$2,066,665

Sewer Services Fund-031:

Estimated Revenues:

Charges for Services .....	\$4,233,764
HRWTF Admin Fee .....	222,014
Use of Surplus .....	0
Interest Income .....	<u>326,000</u>
Total Revenues .....	\$6,431,701

Appropriations:

Maintenance & Inspections.....	908,470
City Pump Stations .....	2,154,731
Capital Outlay .....	3,042,500
Transfer to General Fund-011 .....	326,000
Contingency .....	<u>0</u>
Total Sewer Services Fund .....	\$6,431,701

HRWTF Fund-032:

Estimated Revenues:

Industrial User Charges .....	\$9,340,015
City User Charges.....	1,739,554
Debt Service Charges .....	<u>1,275,266</u>
Total Revenues .....	\$12,354,835

Appropriations:

Operating Expenses ..... \$12,354,835

Capital Projects Fund-071:

Estimated Revenues:

Meals Tax..... \$1,535,500  
Lodging Tax ..... 602,937  
HRWTF Admin Fee ..... 125,000  
Interest Income ..... 540,000  
Transfer from General Fund-011 ..... 1,259,039  
Transfer from Self Insurance Fund-076..... 100,000  
Use of Surplus Balance..... 959,095  
Total Revenues ..... \$5,121,821

Appropriations:

Debt Service ..... 3,567,676  
Debt Service Fees ..... 5,500  
Transfer to General Fund-011 ..... 393,645

Capital Projects:

Fire Station- West..... 500,000  
Pavement Mgt. Program ..... 500,000  
Regional Tourism Funding ..... 125,000  
Tourism Attractions Capital-Hist Hopewell Found ..... 30,000  
Computer Replacements ..... 100,000  
Total Capital Projects Fund..... \$5,121,821

Economic Development Fund-075:

Estimated Revenues:

Interest Income .....	\$104,000
Use of Surplus .....	<u>250,748</u>
Total Revenues .....	\$354,748

Appropriations:

Bond Principle .....	181,000
Bond interest .....	169,248
Enterprise Zone .....	1,000
Business Appreciation Breakfast.....	2,500
HPG CoC Business by the River.....	<u>1,000</u>
Total Economic Development Fund.....	\$354,748

- Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted regular city employees.
- Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and un-appropriated sum sufficient to meet such appropriation.
- Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$25,000.
- Sec. 5 The City Manager may increase appropriations for the following items of non-budgetary revenue that may occur during the fiscal year:
- Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
  - Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.



c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2007 shall be re-appropriated to the 2007-08 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2007 and appropriations in the 2007-08 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 That the City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds towards any local match required.

All grant application/award greater than \$50,000 must first be approved by City Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by the City Council.

Sec. 11 That the approval by the City Council of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the City's expenditure required by the terms of the grant, if any. The appropriation of grant funds will

not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until the City Council, by appropriate resolution, changes or eliminates the appropriation. The City Manager may reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between funds to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any local remaining balances. This applies to appropriations for grants outstanding at June 30, 2007 and appropriations in the 2007-08 budget year.

Sec. 12 The City Manager may appropriate both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

Sec. 14 The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfer are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may appropriate revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2007, and all funds received in the 2007-08 budget year.

The outstanding balance of these funds at June 30, 2007 shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may at his/her discretion, increase appropriations or authorize transfers of existing appropriation at June 30 as follows:

1. Sequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the undesignated fund balance of the Capital Projects Fund for future capital projects.

2. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases.

This applies to funds on-hand at June 30, 2007, and all funds received in the 2007-08 budget year.

- Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to appropriate bond interest earning to minimize arbitrage rebates/penalties. This authority would include the appropriation of transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5.

This applies to funds currently on-hand in FY 06-07, and all funds received in the FY 2007-08 budget year.

- Sec. 20 Authorization is granted to transfer \$500,000 from the General Fund surplus balance into the Fire Department Designated Equipment account for replacement equipment. The city administration may proceed with the bidding and purchase of a fire ladder truck to replace existing equipment.

- Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the Comprehensive Services Act for at-risk youth and families and funding associated with the implementation of the VJCCCA Grant to record transactions.

- Sec. 22 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within funds as long as total net spending is not exceeded, and all transfer activity will be reported to City Council on a monthly basis.

- Sec. 23 The City Manager is hereby authorized to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Committee have approved the job evaluation and recommended to the City Manager their respective action. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force, City Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

- Sec. 24 City Council hereby authorizes and reaffirms the city retiree health insurance contribution policy adopted in FY 04-05. In accordance with that policy, city retiree health insurance contributions are fixed for all retirees retired prior to December 31, 2003; and any employee hired prior to July 1, 2004 and retiring after January 1, 2004 shall receive an amount equal to an active single employee towards retiree health insurance contribution from the City; and any employee hired after July 1, 2004 shall receive a percentage amount of an active single employee, determined by length of service, towards retiree health insurance contribution from the City.

Finance Director is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who are sixty (60) days delinquent on premium payments. Any retire who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until, the delinquent premium are paid to the city and only at the next open enrollment period.

Further, City retirees reaching their 65<sup>th</sup> birthday shall be entitled only the medical supplemental insurance premium and Medicare Part D drug premium determined by the city's insurance provider of record, for any health insurance coverage paid by the City, effective July 1, 2007. City shall not be obligated to provide health insurance under its regular health insurance group for any retire who fails or refuses to enroll in Medicare health insurance, as part of their Social Security benefits. Under no circumstances shall the city premium share paid for medical supplemental insurance and Medicare Part D drug premium exceed the city premium share for a single active employee for any retiree retired after January 1, 2004.

Sec. 25 Amendments made by City Council to original budget set forth in Section 1 are as identified in the following items:

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## TAX RATE ORDINANCE

TAX RATE ORDINANCE  
ORDINANCE NO. 2007-

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL that there is hereby levied for the tax year beginning on January 1, 2007, a tax at the rate of \$1.12 per One Hundred Dollars (\$100.00) of assessed valuation on real estate, and vehicles without motor power used, or designated to be used, as mobile homes or offices within the entire City of Hopewell as it now exists; and there is hereby levied for the tax year of 2007 a tax at the rate of \$3.05 per One Hundred Dollars (\$100.00) of assessed valuation on machinery and tools; a tax rate of \$0.10 per One Hundred Dollars (\$100.00) of assessed valuation on one (1) motor vehicle used in the performance of his/her duties as a bona fide member of the Hopewell Emergency Crew as assessed by the Commissioner of the Revenue as tangible personal property and certified by said organization that said member was in good standing on January 1 and duly authorized to represent said organization; a tax at the rate of \$3.05 per One Hundred Dollars (\$100.00) of assessed valuation on tangible personal property, except such items of household goods and personal effects as itemized under §58.1-3504 of the Code of Virginia, which are hereby excluded, but including the property separately classified by §58.1-3506 of the Code of Virginia, having to do with boats and water craft, and all other property not herein specifically described, subject to taxation by the City of Hopewell, except that real and tangible personal property of Public Service Corporations shall be taxed in accordance with Chapter 26, Title 58.1, of the Code of Virginia, 1950, as amended.